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# RECRUITMENT PROMOTIONAL MATERIAL ORDER FORM

**For office use:**  
 \_\_\_\_\_ Templates Created  
 \_\_\_\_\_ Templates Approved by DE  
 Printed on (date): \_\_\_\_\_

## Promotional Material Order Process:

1. Schedule a "Sign-up" / Recruitment meeting for your unit and **order materials at least 2 weeks in advance**
2. Contact your District Executive with the meeting information and submit this form with your order or email [roslyno@ocbsa.org](mailto:roslyno@ocbsa.org).
3. Allow 1-2 weeks for processing of your order. You will be contacted when your materials are ready to pick up at the Council Service Center.
4. Distribute flyers to school 1-2 weeks before recruitment date, give postcards to Scouts to invite their friends, use stickers the day before the recruitment to remind kids during classroom or lunch table talks, place banners and yard signs at school or neighborhood in high traffic areas.

Today's Date: \_\_\_\_\_

Order Placed by:  Unit Volunteer  District Executive Name: \_\_\_\_\_

Unit: Pack, Troop, Crew # \_\_\_\_\_ District: \_\_\_\_\_

Date Needed: \_\_\_\_\_ (please allow 1-2 weeks for processing)

Distribution Location (name of school, church, etc.): \_\_\_\_\_

**RECRUITMENT INFORMATION:** ALL INFORMATION BELOW WILL BE PUT ON FLYER UNLESS OTHERWISE REQUESTED.  
 ALL FLYERS COME WITH THE STANDARD BACK.

Meeting Location: \_\_\_\_\_ Room: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time: \_\_\_\_\_

For more information contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Additional information: \_\_\_\_\_

Include online registration URL: (Allows families to locate unit on BeAScout.org faster)  Yes  No

## PROMOTIONAL MATERIALS BEING ORDERED:

**Language Requested** (please check):  English  Spanish  English & Spanish

### Flyers

- Lion Cubs (Kindergarten only) Quantity: \_\_\_\_\_
- Cub Scouts (Grades K - 5):
  - Family Quantity: \_\_\_\_\_
  - Boys Only Quantity: \_\_\_\_\_
- Scouts BSA (Grade 6+) Quantity: \_\_\_\_\_
- Scouts BSA Girls (Grade 6+) Quantity: \_\_\_\_\_
- Venturing (Co-ed age 14+) Quantity: \_\_\_\_\_

### Recruitment Kit (max 1 per school) Quantity: \_\_\_\_\_

- \* 10 Parent Guides
- \* 10 Bobcat Booklets
- \* Table Signs
- \* Attendance Sheets
- \* Down and Derby DVDs

Please inquire about additional quantities of individual materials.

### Invitation Post Cards (Cub Scouts only)

- Family Quantity: \_\_\_\_\_
- Boys ONLY Quantity: \_\_\_\_\_
- Girls ONLY Quantity: \_\_\_\_\_

### Stickers (Cub Scouts only)

Quantity: \_\_\_\_\_

### Fence Banner(s) (max 1 per school)

- Cub Scout Family Quantity: \_\_\_\_\_
- Scouts BSA Girls Quantity: \_\_\_\_\_

### Yard Sign(s) (Cub Scouts only)

(max 2 per school) Quantity: \_\_\_\_\_