



# PRINCIPAL VISIT CHECKLIST

## FALL RECRUITING



**School:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Secretary / Point of Contact:** \_\_\_\_\_

**Date(s) Visited / Contacted:** \_\_\_\_\_

**Gifts Delivered:** \_\_\_\_\_

### Pack Information:

\_\_\_\_\_  
Number of Scouts  
That Were Recruited  
Last Year

#### Classroom Talk

Held on a Monday, Tuesday, or Wednesday morning. Spend 2-3 minutes in all K – 5<sup>th</sup> Grade classrooms.  
If denied, ask for a (1) Assembly (2) Lunch Visit (3) CCTV Announcements

**Suggested Date / Time:** \_\_\_\_\_

**Confirmed Date / Time:** \_\_\_\_\_

**Circle One for Event Type:** Classroom Talks / Assembly / Lunch Visit / Other: \_\_\_\_\_

#### Sign-Up Night

Held on a Tuesday, Wednesday, or Thursday evening after 6PM (prefer 6:30PM) in cafeteria following Classroom Talks. Schedule on an evening when no other event is occurring at the school – standalone event.

**Suggested Date / Time:** \_\_\_\_\_ **Confirmed Sign-Up Date / Time:** \_\_\_\_\_

**PTA Date / Time:** \_\_\_\_\_ **Open House Date / Time:** \_\_\_\_\_

### Confirm Using the Following:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Sign-Up Flyers</b><br>(Two weeks before Sign-Up Night) | <input type="checkbox"/> <b>Follow-Up Flyers</b><br>(One week after Sign-Up Night) |
| <input type="checkbox"/> <b>Yard Signs</b>   | <input type="checkbox"/> <b>Uniform Day</b>  |
| <input type="checkbox"/> <b>Marquee / Billboard</b><br>(Contact: _____)            | <input type="checkbox"/> <b>School E-Letter</b><br>(Contact: _____)                |
| <input type="checkbox"/> <b>School Website / CCTV Slides</b>                       | <input type="checkbox"/> <b>Morning Announcement</b>                               |

During the meeting, set the date to follow up and ask for any additional paperwork required.  
After the meeting, ask unit to follow up with the school to thank them and build a connection.

**Follow-Up Letter / Email to Principal:** \_\_\_\_\_

**Comments:** \_\_\_\_\_