



PRINCIPAL VISIT CHECKLIST

FALL RECRUITING

School: _____

Principal: _____

Secretary / Point of Contact: _____

Date(s) Visited / Contacted: _____

Gifts Delivered: _____

Buzz-Up Date / Time: _____

Suggested Date / Time: _____

Buzz-Up Type: _____

Pack Information

Pack #: _____

Cubmaster

Chartered Organization

Number of Scouts
That Were Recruited
Last Year

Held on a **Monday, Tuesday, or Wednesday morning**. Spend 2-4 minutes in all K - 5th grade classrooms. (If denied, ask for a CCTV, assembly, or lunch visit.)

Sign-Up Date / Time: _____ Suggested Date / Time: _____

Held on a **Monday, Tuesday, or Wednesday evening at 7PM** in cafeteria following Buzz-Up. Schedule on an evening when no other event is occurring at the school.

PTA Date / Time: _____ Open House Date / Time: _____

Confirm Using the Following:

- Sign Up Flyers
(Two weeks **before** Sign-Up Night)
- Yard Signs / Posters
- Marquee / Billboard
- School Website / CCTV Slides
- Follow-Up Flyers
(One week **after** Sign-Up Night)
- Uniform Day
- School E-Letter
- Morning Announcement

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: _____