

Fall 2016 Recruitment Checklist

- **Plan your Back to School Night recruitment (school recruitments work best in September)**
 - Contact your School to request participation in any available Back-to-School Nights
- **Plan your Unit Open House Date** (Pack or Troop night to showcase who you are to prospective Scouts)
 - Contact your School to request permission for flyer distribution or to post on the Electronic Backpack
- **Send Liz Jumper your recruitment dates** at liz.jumper@scouting.org
- **Request recruitment materials** from Liz Jumper
 - Custom Flyers – use flyer request form (please allow 2 weeks for processing)
 - Custom Electronic Flyer/Image – email liz.jumper@scouting.org
 - Base Camp Tent (10x10 or 10x20) – use base camp request form
 - Table Cloths – use base camp request form
 - Invitation Cards
 - Bookmarks
 - Materials Envelopes
 - Stickers (Cub Scout Specific)
 - Other _____
- **Advertise your Open House/Back to School Recruitment Night on Social Media**
 - Visit <http://scoutingwire.org/bsa-brand-center/> for FREE images and materials to post
 - Utilize your School District/School Pages
 - Look for Parent Pages for your School District – particularly “Mom” pages
- **Call 631-924-7000 to reload your unit account to cover registration fees for new Scouts**
 - September Registrations = \$8 + Boy’s Life fees
 - October Registrations = \$6 + Boy’s Life fees
- **Collect new youth applications from parents ASAP** to ensure insurance coverage for Scouts participating in fall activities and meetings
- **If possible, provide a new parent orientation at the first meeting with your new Scouts**
 - Outline leadership roles in the unit and how the unit is run
 - Mention leadership expectations for new parents, how they can begin to help
 - Collect Adult Applications if applicable
- **Submit all new youth & adult applications** to Liz Jumper every month to make sure the Scouts get properly registered as they join your Pack/Troop/Crew/Ship
 - Call Liz at 631-924-7000 x131 or email liz.jumper@scouting.org to arrange a pickup
- **Packs: Complete & submit Free Pinewood Derby Car Incentive before November 1st**