Fall \_\_\_\_\_ Principal Visit Checklist 

(year)

Elementary School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Pack #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Notes:**

**Secretary/Front Office Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Notes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recruiting Effort** | **YES** | **NO** | **Notes:** |
| Sign Up Night: \_\_\_\_\_\_\_\_\_\_\_\_\_ ∙ Fee to use school?........... ∙ Facility Use Form?............ ∙ Restrictions?.................. | \_\_\_  \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_  \_\_\_ |  |
| Open House Date: \_\_\_\_\_\_\_\_\_\_ ∙ Time/Date? ………………….. ∙ Any Restrictions? ………….. ∙ Kindergarten Roundup.. | \_\_\_  \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_  \_\_\_ |  |
| Fliers for Sign Up Night .……... ∙ 1st Week of School?....... ∙ Day of Sign up Night?..... ∙ Disclaimers? ……………….. ∙ Approval? …………………… ∙ When to drop off?......... ∙ Approx. how many?....... | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ |  |
| “Scout Talks”  ∙ Lunch, Classroom, etc?.. ∙ Stickers?......................... | \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_ |  |
| Promotions at School  ∙ Yard Signs?.................... ∙ Posters? …………………….. ∙ Best Locations?......…….. ∙ Uniforms Day Of? ……..  ∙ School Marque? ………… | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Social Media/Online  ∙ School Website  ∙ School Twitter  ∙ School Facebook  ∙ School Newsletter  ∙ Who/When to Contact | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ | \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_ |  |

**Important Dates**

|  |  |
| --- | --- |
| **Event** | **Date/Time** |
| *First Day of School* |  |
| *Kindergarten Round Up* |  |
| *Open House* |  |
| *Fliers to School* |  |
| *Fliers Sent Home* |  |
| *“Scout” Talk* |  |
| *Sign Up Night* |  |
|  |  |
|  |  |

**Principal Visit Made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Notes/Action Items:**