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:**