



Fall _____ Principal Visit Checklist

(year)



Elementary School: _____ Pack #: _____

Principal Information

Name: _____

Phone: _____

Email: _____

Notes:

Secretary/Front Office Information

Name: _____

Phone: _____

Email: _____

Notes:

<u>Recruiting Effort</u>	<u>YES</u>	<u>NO</u>	<u>Notes:</u>
Sign Up Night: _____ <ul style="list-style-type: none"> • Fee to use school?..... • Facility Use Form?..... • Restrictions?..... 	___	___	
Open House Date: _____ <ul style="list-style-type: none"> • Time/Date? • Any Restrictions? • Kindergarten Roundup.. 	___	___	
Fliers for Sign Up Night <ul style="list-style-type: none"> • 1st Week of School?..... • Day of Sign up Night?..... • Disclaimers? • Approval? • When to drop off?..... • Approx. how many?..... 	___	___	
"Scout Talks" <ul style="list-style-type: none"> • Lunch, Classroom, etc?.. • Stickers?..... 	___	___	
Promotions at School <ul style="list-style-type: none"> • Yard Signs?..... • Posters? • Best Locations?..... • Uniforms Day Of? • School Marque? 	___	___	

Social Media/Online <ul style="list-style-type: none"> • School Website • School Twitter • School Facebook • School Newsletter • Who/When to Contact 	____ ____ ____ ____ ____	____ ____ ____ ____ ____	
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Important Dates

<u>Event</u>	<u>Date/Time</u>
<i>First Day of School</i>	
<i>Kindergarten Round Up</i>	
<i>Open House</i>	
<i>Fliers to School</i>	
<i>Fliers Sent Home</i>	
<i>“Scout” Talk</i>	
<i>Sign Up Night</i>	

Notes/Action Items:

Principal Visit Made by: _____

Date: _____