



## Recruitment Event Checklist

### Before event:

- Select date and location of event and reserve location.
  - Schools: Find Facility Request Application on district websites or request at the front desk.
  - San Diego County Library: Find applications at <https://www.sandiego.gov/public-library/services/specialresources/meeting>
  - Rec Center: You may reserve a room at your community's rec center at a low cost. Find facility locations and meeting room information at <https://www.sandiego.gov/park-and-recreation/centers>
  - Connect with your staff Regional Recruitment Specialist if you need assistance with reservations.
- Create a flyer to promote your event.
  - Need help creating a flyer? Contact your Regional Recruitment Specialist for help creating and printing a flyer.
  - Please allow three weeks for processing and printing requests.
  - Peachjar Flyer requests are subject to approval by school district.
- Arrange troop or adult volunteers in your service unit to assist with a Girl Scout activity during Recruitment Event if possible.
- Collect or create supplies needed for event.
  - Sign-in sheet to collect contact info for follow up
  - Activity for girls to do such as coloring, beads, puzzle, STEM activity, etc.
- Connect with Regional Recruitment Specialist for additional Girl Scout Swag as needed: pencils, stickers, bookmarks, volunteer brochures, etc.
- Prepare script or talking points. View our [Girl Scout FAQs](#) page for common questions asked about Girl Scouts.
- Distribute flyers as PDF (online, via email) or paper versions.
  - Schools
  - Booths
  - Community boards

### Event:

- Arrive 30-40 minutes early to set up booth, chairs, and/or tables.
- Expect early birds: Ask for help. Talk to parents arriving early about helping out with set-up.
- Encourage questions.

### After event:

- Follow up with your Regional Recruitment Specialist and turn in sign-in sheets and extra materials.