



RECRUITMENT PROMOTIONAL MATERIAL ORDER FORM



For office use:

____ Templates Created

____ Templates Approved by DE

____ Logged in Data Base

____ Completed order to: _____

On (date): _____

Today's Date: _____ **Date Needed:** _____

Order Placed by: ____ District Executive ____ Unit Volunteer: _____

____ Order Approved by Council Professional Staff: _____

Unit: Pack; Troop; Crew # _____ District: _____

Distribution Location (name of school, church, ect): _____

RECRUITMENT INFORMATION:

Meeting Location: _____ Room: _____

Address: _____ City: _____

Date of meeting: _____ Time: _____

For more information contact: _____

Phone: _____ E-mail: _____

PROMOTIONAL MATERIALS BEING ORDERED:

Flyers Quantity Needed: _____

Language Requested (circle): **English** **English & Spanish** **English, Spanish & Vietnamese**

Invitation Post Cards Quantity Needed: _____

Stickers Quantity Needed: _____

Additional Materials to pick up with order:

____ **Bag of Materials for Recruitment / Sign- up meeting**
 (includes 20 youth applications, 20 mini Boy's Life magazines, 10 adult applications, 10 parent guides, den table tents & sign in rosters)

____ **Fence Banner(s)** ____ **Yard Signs**

Promotional Material Order Process:

- ____ Schedule a "Sign-up" / Recruitment meeting for your unit and **order materials at least 3 weeks in advance**
- ____ Contact your District Executive with the meeting information and submit this form with your order.
- ____ Allow 1 week to process your order
- ____ Your District Executive will contact you when your materials are ready to pick up. Distribute flyers to school 1-2 weeks before recruitment date, give postcards to boys to invite their friends, use stickers the day before the recruitment to remind boys during classroom or lunch table talks, hang banners and yard signs at school or neighborhood.

