

✓ Recruitment Event Check-List

Before the Event:

- ✓ Check with Community Manager (GSNorCal staff) or MSM (Service Unit volunteer) before event to answer any questions or to request handouts & giveaways
- ✓ Arrive at the location early to set up your table
- ✓ Layout all hand-outs in a neat and organized manner
- ✓ Bring copies of the Girl's Guide to Girl Scouting or Journey books if you have them
- ✓ Place sign-in sheet and pen near the front of the table for easy access

During the Event:

- ✓ Answer any questions and share your stories and experiences in Girl Scouts
- ✓ Have any interested parents/girls sign-in or give them a flyer for an upcoming event
- ✓ Stand in front of your table so you're approachable and friendly
- ✓ Have FUN!

After the Event:

- ✓ Gather all left-over hand-outs and sign-in sheet
- ✓ Clean-up area so it's cleaner than how you found it!
- ✓ Thank any coordinators who may have helped you at the event
- ✓ Check-in with CM and MSM and give them all left-over handouts and sign-in sheets
- ✓ Take a photo and text or email a copy of the sign in sheet after the event so staff or service unit volunteers can follow up

**Thank you SO much for helping Girl Scouts
grow in your community!**

