



# 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.

