

BACK TO SCHOOL NIGHT Preparation Timeline and Checklist

✓	3-2 Weeks Before Event	Who is Responsible?
	Contact school for a table	
	Create a list of resources that are available to new leaders (VTK and 411 events)	
	Coordinate with Service Unit team and Area Recruiter on using recruitment supplies (poster boards, binders, pictures, 411, and uniforms)	
	Confirm with Area Recruiter that you will be attending and reach out to them for additional support or to request Opportunity Catalog troops.	

✓	1 Week Before Event	Who is Responsible?
	Confirm with your Area Recruiter on any needs for the event	
	Gather supplies	

Tips for Day Of:

*Print a sign up sheet if there is no wifi to access opportunity catalog or if you do not have a device to access the Google sheet

*Take the extra step and wear your Girl Scout outfit! This could be just your pins or a borrow a sash or vest! Feel free to accessorize with any tabs, scarves, or other Girl Scout accessories!

After the Back to School Night:

*Promptly send all sign up information to your Area Recruiter. This needs to be as soon as possible, so ideally, right after the event!