



 POWERED BY GIRL SCOUTS

the OPEN HOUSE

a GUIDE

The following is a guide book for a Girl Scout volunteer to plan and orchestrate their own Open House recruitment event.

What is a Girl Scout Open House?

Introduction:

A Girl Scout Open House is a recruitment event where parents and girls can come and learn more about Girl Scouts. It would take place at a school, place of worship or a place of interest in a volunteer's service unit either during a school night or on the weekend. The best time to host an open house is during the fall from September to November at the latest. Open Houses work best when older Girl Scouts can come and run activities with the girls, while the leaders and support volunteers talk to the parents about joining and possibly leading a troop.

Purpose:

The purpose of a Girl Scout Open House is to grow Girl Scout membership and transparency to the community. We want to remind Girl and Boy Scout alumni about how awesome scouting was to them, and to encourage them to sign their daughter up. Open Houses are also great for explaining to parents the responsibility of being a leader and showing them what an amazing opportunity this could be! Lastly, Open Houses can be beneficial in a community where Girl Scouting is not as big as it could be. It can bring new experiences to new members!

How do I get started?

Contact and Basic Information:

Please make sure to contact both your Service Unit Manager and Area Recruiter before the event to help coordinate the date, location, additional volunteer support and materials! They can also assist in letting you know what kind of need there is in the area for a specific troop. Your Area Recruiter can assist with the Opportunity Catalog set up and updating the troop availability.

Materials Needed:

Make sure you obtain enough flyers and/or giveaways for the event from your Area Recruiter or Service Unit Manager. There should be material there on how to join, how to volunteer, and financial assistance information (spare registrations sheets). Also be sure to check out some poster boards, table cloths, centerpieces, extra Girl Guides, and craft materials from your Service Unit or your Area Recruiter.

THE OPEN HOUSE

PREPARATION TIMELINE AND CHECKLIST

| ✓ | 1-2 Months Before Event | Who is Responsible? |
|---|--|---------------------|
| | Secure location and a time for the event. (1 to 2 hours)(September is the best month!) | |
| | Arrange older girl troops to attend the open house with activities in mind. | |
| | Coordinate with Service Unit troop leaders and/or support volunteers on attending and bringing supplies (poster boards, binders, pictures, 411 and uniforms) | |
| | Create list of resources that are available to new leaders (VTK and 411 events) | |
| | Confirm with your Area Recruiter the date, time and location and reach out to them if you need additional support. | |

| ✓ | 1 Week Before Event | Who is Responsible? |
|---|--|---------------------|
| | Confirm with your Area recruiter on any needs for the event (Opportunity Catalog, materials, etc.) | |
| | Confirm with Volunteers and Troops for event | |

Tips for Day Of:

*Have older girls lead Pledge of Allegiance and Girl Scouts Promise

*Create a sign in table at the entrance (Have this interest form ready!)

*Leader Presentation should not be longer than twenty minutes. Breaking the parents up by school or grade and answering questions about leading a troop is most successful! By the end of the night, ideally there should a new leader or volunteer for a new troop!

*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 you might have collected!

*Your Area Recruiter is always there for assistance! They can help with on site registration and answering questions!

AFTER THE OPEN HOUSE

Great job! You did it! Thank you for taking part in this awesome Girl Scout responsibility!

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

Remember to return all materials to either your Service Unit or Area Recruiter. If you have leftover flyers, please make sure you return them so they can be used again!!