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| **SCHOOL INFORMATION SHEET** |
| **School Contact Information** |
| **School Name:** | **Grades:** |
| **School Address:** | **School Phone #:** |
| **Principal Name:** | **Principal E-mail:** |
| **Main Contact: (if not principal)** | **Contact E-mail:** |
| **Do any other Scouting units recruit from this school?** [ ] **Yes** [ ] **No If yes, which unit(s)?** |
| **School Dates & Events** |
| **First Day of School:** | **Last Day of School:** | **Start Time:** | **End Time:** |
| **Significant School Events** | **Date** | **Time** | **Location** | **Recruitment Opportunity?** |
| **Open House** |  |  |  |  |
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| **School Talk & Join Night Information** |
| **Level of School Access:** [ ]  **Classroom School Talk** [ ]  **Lunchroom School Talk** [ ]  **No School Access** |
| **School Talk Date:** | **School Talk Presenter(s):** |
| **School Talk Time:** |
| **Join Night Date:** | **Join Night Leaders & Volunteers** |
| **Join Night Time:** |
| **Join Night Location:** |
| **Flyer Information** |
| **Flyer Access:** [ ]  **Print & Digital Flyers** [ ]  **Print Flyers Only** [ ]  **Digital Flyers Only** [ ]  **No Flyers** |
| **Special Instructions for Flyers:**(Total Number? Separated into Sets? Etc.) |
| **Date Needed:** | **Date Requested:** | **Date Received:** | **Date Distributed:** |
| *All flyer requests should be made via e-mail to your Unit Serving Executive. Please include the date you need the flyers, the total number needed with any special instructions, contact details you would like on the flyer (name, e-mail, phone number), and join night information (date, start/end times, location with address).*  |