

Squadron Recruiting Officer Monthly Checklist

	<u>Yes</u>	<u>No</u>
- Have you checked eservices to see if the membership of anyone in your squadron has expired or is about (within 3 months) to expire?		
- Have you reminded anyone in your squadron (having checked eservices) that their membership has expired or is about to expire and asked them if they would like to renew?		
- Have you planned an "open house" for your squadron for this month or in the near future?		
- If you have planned an "open house" have you also planned some type of orientation for visitors?		
- Have you compiled a list of air shows, festivals, and parades in your area for coming months and do you have the dates and contact information available for these events?		
- Have you planned a recruiting activity at an air show, festival, or parade in your area in the coming months?		
- Have you compiled a list of home school conventions in your area and have you planned to have a recruiting booth at a home school convention?		
- Have you compiled a list of private schools and middle schools in your area and have you reached out to the school to set up a time to go out and speak about the CAP (evening events such as PTA meetings are great since the parents will be on hand)?		
- Have you checked the Prospective Member Report on eServices and reached out to anyone on the list in your area that wants more information about the CAP (remember to reach out to prospective members ASAP, the longer you wait the greater the chance they will lose interest)?		
- Have you set up any static recruiting displays (with a squadron flyer, cadet, senior, and pilot brochures in areas of high traffic flow (such as school hallways, medical waiting rooms, the VFW) and checked and replenished them on a regular basis?		
- Have you left squadron flyers and recruiting brochures in airport FBO's (Fixed Base Operator) in your area and checked and replenished them on a regular basis?		
- Have you created a squadron flyer for your CAP squadron (should include name, location, when and where you meet and the name and contact info of the squadron recruiter)?		
- Have you put together a cadet recruiting team in your squadron?		
- Have you set up a squadron recruiting page on social media?		
- Have you followed up (such as to remind them when you meet and where you meet), with anyone that has shown interest in visiting your squadron?		