

## Chapter 17

### Collect and Maintain School Activities

#### 17-1. General.

a. You've been inputting faculty and student information. It's time to capitalize on those contacts by going into the school and recruiting. The more "face-time" you spend at an HS, the more likely you are to receive leads by establishing a solid rapport with students and faculty, which will ultimately lead to increased prospecting and production.

b. To assist you with your recruiting mission, learning how to document and add information to your **School Activities** records will help you stay involved with your schools and remind you of important activities. To locate **School Activities** records click on the **ARISS-RWS** tab. Click on the **SCHOOL** icon and then click on **School Activities**.



c. The following steps will show you how to collect and maintain school activities:

- (1) Locate school activity records.
- (2) Record your actions.
- (3) Create a next action.

#### 17-2. Locate school activity records.

a. Take a moment to review the **School Activities** record. ARISS will automatically default this screen to the first school record. In this case, Housatonic Valley Reg HS. Notice the information in the **Current Assignment** section. This window will automatically populate with your recruiting station identification (RSID) and name. If you are an SC you will be able to see the RA and USAR recruiters who are assigned to that school.

 A screenshot of the 'School Activities' record form in ARISS. The form is titled 'School' and has a dropdown menu showing 'HOUSATONIC VALLEY REG. H.S. - William'. To the right of the dropdown are fields for 'Action', 'Action Date' (28/11/98), 'Time' (7:23), and 'Result Code'. Below these are input fields for 'Number of Students Participating' and 'Number of Leads Gained'. A 'Current Assignments' section shows '1451 - 556 William, Charles'. There is a 'Regals' section with a 'Save to Outlook' checkbox. A 'History' table is present with columns: 'Action Date', 'Time', 'School Name', 'RSID Rank', 'Last Name', and 'First Name'. At the bottom, there is a 'Next Action' section with a dropdown menu, 'Action Date' (00000000), 'Days' (input field), and 'Time' (14:00). There are also fields for 'Location', 'POC', and 'Phone', and a 'Save to Outlook' checkbox.

✓ As in the other screens that you recorded Today and Next Action, you will find the box to check and save the information to your MS Outlook calendar.

b. If you have scheduled an event at a school other than Housatonic Valley Reg HS, you'd simply click the drop-down arrow of the **School** window and select the school that you want to review.

✓ Remember that the information that you enter in the top of the screen is for Today's action and the bottom section is for what you have or will schedule at a later date.

**17-3. Record your actions.**

a. Notice the different types of **Action** that you can record. It is very important to your recruiting efforts to keep detailed records of your actions. Anything you do for your school will be annotated by using the appropriate **Action** and **Result Code**. The information that you enter here will be replicated to the TOS and populate your SC's, 1SG's, and Rctg Co Commander's reports. Click the **Action** window scroll bar down arrow to review other actions. So let's go through this screen. Let's say you participated in a school Career Day. Click on the drop-down arrow and click on **CAREER DAY**. Notice the **Action Date** automatically defaults to today's date; however, you will need to enter the **Time** the activity took place.

b. The next item you need to document is the result of that career day. Click the **Result Code** drop-down arrow. Notice you have three options: **CONDUCTED**, **RESCHEDULED**, or **CANCELLED**. These options are related to whatever you select in the **Action** menu. In this case, you did participate in the Housatonic Valley Reg HS Career Day. Go ahead and click **CONDUCTED**.

c. You've completed entering a new activity. Now you need to enter the **Number of Students Participating** and **Number of Leads Gained** if you gained any new leads.

✓ Remember to check your Find screen to ensure it is a new lead and not one that has been replicated to you from another source. This will keep you from duplicating records.

d. The **Remarks** section can be used for any additional information you want to enter. You can enter basic logistics information, how many business cards handed out, or number of information cards completed. This information can be useful for your future School Activities planning.

number of information cards completed. This information can be useful for your future School Activities planning.

**17-4. Create a next action.**

a. Now you need to finish your next action information. For this example, your next action will be a telephone call. Click on the Next **Action** drop-down arrow and select **TELEPHONE CALL**. You select an **Action Date** to indicate when you want to followup and the number of **Days** will automatically fill in once you've entered the **Action Date**. You also need to select a **Time** for your Next **Action** to take place. Now enter the **Location** of your next planned action, the **POC**, and the contact's **Phone** number.

✓ Don't forget to keep your MS Outlook calendar updated. Ensure there is a check in the **Save to Outlook** box.

b. Now that you have completed entering that important school activity, all you need to do is save and close information. Begin by clicking on **File** from the menu bar and click **Save**.

History						
Action Date	Time	School Name	RSID	Rank	Last Name	First Name
20010715	15:07	LITCHFIELD HIGH SCHOOL	1A57	SSG	Williams	Charlie
Action Result	Action Code		Next Act. Dt		Next Act. Result	
CONDUCTED	CAREER DAY		20010718		TELEPHONE CALL	
Remarks						

c. Notice after you saved the record that your Career Day School Activity becomes a record in the **History** section.

d. Now that you've completed the record, you can close it. Click on **File** on the menu bar and click **Close Record**. This action will take you back to the ARISS-RWS main screen. Do you remember how to get back to the Find screen? If not, review chapter 5.