

RECRUITMENT STRATEGY WORKSHEET

Develop a strategy for how you will recruit volunteers for your project. Determine whom you will ask to volunteer and how you will recruit them.

Volunteer Needs

How many volunteers are needed for the project? _____

By what date must volunteers be secured? _____

What is the time commitment required for this project? _____

What is the minimum age requirement for volunteers? _____

Is the project accessible to persons with disabilities? _____

Briefly describe what volunteers are needed for (include position descriptions if applicable): _____

Describe special skills, knowledge, or qualifications required: _____

Recruitment Audience

Who will be qualified for and interested in this position? _____



Who will be able to meet the time commitments? _____

Where will we find these people? _____

What motivates them to serve? _____

What is the best way to approach them? _____

Recruitment Plan

What methods can we use (brochures, Web posts, etc.)? _____

With what groups can we partner (faith-based groups, civic organizations, etc.)? _____

Where can we post/distribute recruitment information? _____

What are specific ways/places we can target diverse audiences? _____

