



## Family Member Volunteer Recruitment

Please refer to the following guideline for successful family member recruitment:

- ❖ Begin early in the year by forming a committee
- ❖ People/groups to contact:
  - Principal
  - PTA president
  - Teachers, team leaders
  - School office staff
  - Booster club sponsors/coaches

### Staff Orientation

- ❖ Volunteer Coordinator should try to speak at the first faculty meeting of the year—during pre-planning, if possible.
- ❖ Urge teachers to recruit family members of their students through:
  - Memos home
  - Open House

**Try to find ways to involve all families in some way.**

### Clubs, Organizations and school committees or councils

- ❖ Urge group leaders to plan ahead and provide family members with specific needs for volunteer assistance (dates, times, description of activities).
  - Group leaders will draw upon interested, involved family members of kids who are participating in their organization.
  - Group leaders should be encouraged to keep accurate records of all volunteers since their activities often take place after school or in other locations.

### Preparation of recruitment forms/fliers specific to your school

- ❖ Your recruitment flier shouldn't be a slick publication that looks expensive, but should have a clever, attention-getting approach.
  - Example: **“Volunteer “4” Education!”** Ask every family to commit to four hours of volunteer involvement each semester, which equals one hour per month.
- ❖ Provide a list of volunteer options for families.
  - Special events of activities, give date, time commitment, description
  - Opportunities for working families like Saturday events, sports concession stand, and career day
  - Opportunities to volunteer at home: typing student stories, and providing refreshments.
  - Classroom volunteers.
- ❖ Items to consider when preparing fliers:
  - Give a brief description of event/activity
  - Provide a way for families to respond