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? ____________________________

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_____________________________________________________________________

Where will we find these people? ____________________________

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What motivates them to serve? ____________________________

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_____________________________________________________________________

What is the best way to approach them? ____________________________

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_____________________________________________________________________

Recruitment Plan

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

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

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Where can we post/distribute recruitment information? ____________________________

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

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This form was created by Hands On Network, a Corporation for National and Community Service training and technical assistance provider. For more information on leveraging additional volunteers, contact Hands On Network at training@handsonnetwork.org or 404-979-2900.