

VOLUNTEER RECRUITMENT STEPS

- **PLAN** – Have a recruitment activity plan.
- **Target** – Target a specific area.
- **DATES** – Determine the Dates of training.
- **MEETING SPACE** – Locate meeting space for the two-day training.
- **RECRUIT** – Recruit in a variety of ways.
- **MAIL PACKETS** – Mail out packets to persons interested in being trained within two weeks of receiving a response which includes:
 - A warm “thank you for your interest” letter, giving them information about the training and/or telling them you will be back in touch soon; and
 - A brochure, fact sheet, or any other information you want to share about the Ombudsman Volunteer program.
- **PREPARE MATERIALS** – Prepare your training materials, including:
 - Manuals – Have enough sets on hand. one for each person;
 - Handouts – have copies for all participants;
 - Paper for note taking – announce no writing in manuals;
 - Pencils or pens.
- **TRAINING CHECKLIST** – Use checklist for setting up a training.