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.