



Remember: Volunteer Timesheets are due April 4, 2011!

Ten Easy Steps to Recruit Volunteers.....

1. Decide **WHAT** you need volunteers to do. Do you have an event? A special project? A particular area that needs some extra attention?
2. Identify **HOW MANY** volunteers you need. This includes total number per area, per shift, per day, per event. Always plan a 10% overage for no-shows, sickness, etc.
3. Write a **VOLUNTEER JOB DESCRIPTION** for each position needed. Check out the [Volunteer Supers Website](#) for a form and suggested items to include on the position description.
4. Figure out **WHO** you need. Profile your volunteer. What type of person would like to do this job?
5. **WHERE** are these volunteers? If you need college students, think about sororities and fraternities. If you need teens, think about their schools, youth groups, community groups like Girl Scouts.
6. **WHO KNOWS** these volunteers? Who can spread the word to them? Is it a professor, Troop Leader, National Honor Society sponsor?
7. Develop a **VOLUNTEER RECRUITMENT TEAM** that includes staff, current volunteers, and those who have contact with the groups of volunteers you need. This can be a cyber-committee that meets by e-mail or phone if that is more convenient.
8. What are the **BEST COMMUNICATION MODES** for the volunteers you need? Do they text? Do they e-mail? Do they Facebook? Do they meet in person? Identify their language and use it!
9. Discover what the **BENEFITS** of volunteering will be to the volunteer. Will he/she gain service hours needed? Will it fulfill a class requirement? Will it give him/her life or job experience?
10. **ASK!** Ask people to volunteer, ask Volunteer Services for assistance in recruitment, ask your co-workers, friends, family, etc. Spread the word about your need electronically, through posters, through word of mouth, any way you can.

For more information on this, you can always view the [Volunteer Supers Website](#) for further information. Happy recruiting!

Volunteer Services: 707-445-1234 | volunteers@mtcsl.org | [Volunteer Supers Website](#)

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