



## Volunteer Recruitment Timeline (8-Week Plan)

### Week 1-2: Planning Phase

- **Define needs:**
    - Number of volunteers
    - Roles/responsibilities
    - Time commitments
  - **Create materials:**
    - Role descriptions
    - Signup forms (online or paper)
    - Volunteer FAQ or handbook
  - **Set up recruitment channels:**
    - Website page
    - Social media plan
    - Email templates
    - Partner outreach list (e.g., leagues)
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### Week 3-4: Recruitment Launch

- **Announce recruitment!**
    - Post on social media, website, mailing lists
    - Send to local organizations & leagues
    - Ask board/committee members to share with their networks
  - **Follow up with interested people**
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### Week 5-6: Selection & Communication

- **Confirm roles & shifts**
    - Send welcome emails
    - Share schedule/expectations
  - **Begin training prep:**
    - Outline orientation or training sessions
    - Finalize any materials they'll need
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### Week 7: Training & Orientation

- **Run training session(s)**
    - In-person or online
    - Go over roles, safety, contact info
    - Q&A
  - **Send reminders**
    - Event details, what to bring, contact info
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### Week 8: Final Check-In & Launch

- **Send final confirmations**
    - Schedule, role, arrival time, any last reminders
  - **Provide emergency contacts/info**
  - **Say thank you before the event starts!**
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### ✓ After the Event

- **Send a thank-you note**
- **Send & receive evaluations**
- **Invite them to stay involved**