



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**