

AmeriCorps Recruitment Member Contributions

MEMBER REQUIREMENTS	TASKS	EXPECTED	COMPLETED BY
Identify Contacts/ Departments/Profs	<ol style="list-style-type: none"> List contact information on master spread sheet Your contact list will be compared with database Once confirmed, send e-mail with provided text 	e.g., 10 contacts	
Identify Upper Level College Classes (at your school)	<ol style="list-style-type: none"> Download current course catalog at your school Identify upper level classes to potentially visit List classes & professor contact info in master spreadsheet Contact professor to ask if we can speak in class (if didn't already do in first required item) If yes, schedule few dates as options If no, ask if professor would be willing to read short text in class Enter information into common spread sheet 	e.g., 5 classes	
Launch & Flyers	<ol style="list-style-type: none"> Participate in Launch days Hang up flyers Network with campus staff, faculty, and students Have fun! 		
Events Reminder	<ol style="list-style-type: none"> Receive recruitment event updates via e-mail E-mail contacts (friends, staff, professors, etc) Check off spreadsheet that task is completed 	e.g., 10+ e-mails	After e-mail sent
Table on Campus	<ol style="list-style-type: none"> Pick-up "Tabling in a Box" Table for 2-4 hours (times between 10 a.m. – 2 p.m.) Encourage students to apply Hand out AmeriCorps materials Capture "Student Interest" signatures Return materials to AP office 		Day of tabling
MEMBER CHOICE	TASKS	EXPECTED	COMPLETED BY
College Upper-Level Class Speaking	<ol style="list-style-type: none"> Check class speaking master spread sheet Identify classes to speak in and sign up on spreadsheet Contact professor (check spreadsheet for needed follow-up) Pick-up "Classroom Speaking" directions Write professor thank you – place in Bethany's mailbox 		Friday, Feb. 2 Friday, Feb. 2 Friday, Feb. 2 Day of speaking Day after speaking
Send Postcards	<ol style="list-style-type: none"> Identify individuals to send to Pick-up post cards from Bethany's office Complete cards and turn into Bethany for stamps Enter name of recipients into master spreadsheet 	10 postcards	Tuesday, Jan. 16 Friday, Jan. 19 Friday, Jan. 26 Friday, Jan. 26

Thank you for your help in finding our next group of fantastic members! We couldn't do this without you!