



How to... Plan a Volunteer Recruitment Event

Venue:

- Where do you plan to hold your event?
- Is it available on the date you require?
- Is there a charge for using the venue?
- What facilities are available for Tea/Coffee refreshments etc. or will you have to use outside caterers?
- Do you have a budget for venue & refreshments?
- Is the venue an appropriate size?

Budget: How much is it going to cost to run your event?

- Printing /Promo Advertising /postage
- Volunteer time
- Catering cost
- Venue cost

Date:

- Is the date you have chosen over a holiday period?
- Are any other events happening at your venue on the date you have selected? This could help attract more people to your event.

Time:

- Have you selected a time that would be suitable for everybody? Will this event be held during the day or in the evening?
- How long will the event last?

When:

- Is it on a weekday/weekend/term time/school holiday?

Where:

- Is the event going to be at your Rugby club?
- Will it be held at another location (Library /School/Community Centre)?
- Is parking available?
- Is the venue easily accessible by car or public transport?

Who:

- Who is your target audience (dependent on the roles you are offering)?
- Think about roles and the people you want to attract to the role i.e. age group, time commitments (parents /students/retired people)

What:

- What information are you going to give people who attend this event? What will they need to know?
- Will it include information about the club or the volunteer role? Information on the people who already volunteer and their experience of volunteering for the club?
- Will you have application forms for people to register their contact details and interest in a particular role, which will allow you to follow up?

How:

- What form are you going to present your information to your audience?
Will it be in the style of an information stand with various printed volunteering opportunities or will it be a promotional video? Will it be in the form of a question and answer session with current volunteers?

Action:

Event: who

- Decide who will be the lead person to oversee the event (organisation and budget)?
- Is the budget ready and available to run the event?
- How many people will be required to help with the event: catering, setting up, clearing away, speaking to potential volunteers/ handing out info /application forms etc.
- Are your helpers available on the date of the event?
- Make sure your event helpers know what they are doing and they are clear about their role.

Volunteer Management: who

- Who is responsible for printing volunteer role specifications and advertising them in church newsletters, community e-zines, Volunteer Now website, local community networks, community boards in supermarkets local colleges, schools etc?
- Take time to develop and draft your role descriptions - use the Role Description Planning document to help you.
- Make sure you are targeting the right people for the right roles – use the Volunteer Specification document to help you.
- Decide who will be responsible for dealing with applications/interest forms from potential volunteers from your recruitment event?
- Decide on a timeframe for applications and communicate clearly with applicants.
- Who will manage your new volunteers? Do you need a designated volunteer co-ordinator?
- Do your volunteers need to complete an ACCESS NI check?
- Who will organise and agree the start date of the new volunteers.