

PTK Committee Chair Levels of Contact to Recruit Volunteers

1. Please use your Updated Committee List for your Committee. E-mail (or call, for those who do not have e-mail) all members on the list about one month BEFORE the actual event. Make sure you give SPECIFIC details about where it will be, what time the volunteers will need to arrive, where parking is (if necessary), appropriate attire for the event, whether food will be provided, and directions (where appropriate). Talk up your event, promote it, and make it sound fun and interesting. Take advantage of your time at General Meetings and make announcements for your events (it is one of the best ways to get volunteers). Try to get as many volunteers as you can; often people cancel (unfortunately, at the last minute), and while you may have started out with enough people, you may end up with not enough.
2. Three weeks before the event, if you do not have enough people, contact your Campus Liaisons. Their names and contact information are on your contact list in your binder, as well as, on EVERY General Meeting Agenda and on the ANO website. Let them know about your event, give them ALL details (as listed above), and tell them how many members you would need (over approximate, since often people will cancel, especially at the last minute). Ask them not only to e-mail their contact list, but also to make announcements at their branch campus meetings. **You also NEED to contact the Vice President at this point and let them know that you are having problems getting volunteers.**
3. Two weeks before the event, if you do not have enough people, contact your fellow Committee Chairs. Let them know that you are having problems getting volunteers for your event, and ask if they can help you out. Chances are, they probably will, since they understand your situation. Also, they may ask you to reciprocate the favor in the future. Again, please make sure that you give the other Committee Chair(s) that you contact ALL details (as listed above) for your event. The Committee Chairs' information is also on your contact list in your binder, as well as, on EVERY General Meeting Agenda and on the ANO website.

4. One week before the event, e-mail/call your list of volunteers to remind them of their commitment. Reiterate all pertinent details (as listed above). Make sure you tell them to contact you if they can no longer keep their commitment, but they **MUST** cancel no less than 48 hours before the event (you may need some time to get more volunteers) unless it is a DIRE emergency. If you still do not have enough volunteers one week before your event, e-mail your Emergency List. Let them know that you are aware that they did not sign up for your Committee, but they had signed up for a deactivated Committee. Let them know that you really need volunteers, and make sure to give them all pertinent details (as listed above).
5. The day before your event, send out one final reminder e-mail/call to your list of volunteers. Let them know that you expect to see them the next day at your event.
6. **Please make sure that you bring up any issues that may arise to the Vice President**, especially at Committee Chair Meetings – that is what they are for. If you repeatedly have problems recruiting volunteers for your Committee, don't just let things go – **LET THE VP KNOW! Do not be embarrassed, because it is NOT your fault!** Don't be shy about it, either; speak up and really let them know, otherwise they can't help you.