



Sample Recruitment Timeline

From the KaBOOM! Toolkit: Volunteer Recruitment

www.kaboom.org

There's lots to get done before the big Build Day! Use the task sheet below as a jumping-off point for a timeline. Write in deadlines for each task and add in other tasks that aren't listed.

Your Deadline Tasks To Be Completed

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|-----------|---|
| By: _____ | Estimate Number of Volunteers Needed |
| By: _____ | Create Recruitment Strategy |
| By: _____ | Recruitment Team Meeting #1 |
| By: _____ | Post Flyers for Playspace Community Meeting |
| By: _____ | Approach Selected Businesses, Organizations |
| By: _____ | Playspace Community Meeting |
| By: _____ | Follow Up with All New Volunteers |
| By: _____ | Recruitment Team Meeting #2 |
| By: _____ | Schedule Regular Volunteer Activities |
| By: _____ | Get Approval for Information Booths at Local Events |
| By: _____ | Playspace Recruitment Event/ Volunteer Activity |
| By: _____ | Recruitment Team Meeting #3 |
| By: _____ | Order Build Day T-Shirts for Volunteers |
| By: _____ | Pre-Assign Volunteers to Teams |
| By: _____ | Create Volunteer-Registration System for Build Day(s) |
| By: _____ | Complete Recruitment Process |
| By: _____ | Purchase Build Day Supplies |
| By: _____ | Place Volunteer Confirmation Calls |
| By: _____ | BUILD DAYS!! |
| By: _____ | Send Thank You's |