

# RECRUITMENT CHAIR

## April/May

- Meet with previous Recruitment Chair to get information about transitioning into role
- Meet with Advisor, Executive Director, and Recruitment Committee (Recruitment Chair, Survivorship/Caregiver Chair, and Team Ambassador) to determine goals for the summer

## June/July

- Work to achieve summer goals determined in April/May
  - Be sure that Survivorship/Caregiver Chair and Team Ambassador are also working towards their goals and assist them if needed
- Email all club presidents about making teams and getting involved (do this by the end of June)
  - Follow up with club presidents who have not replied (by end of July)
- Post in all “Class of \_\_\_ of LSU” pages on Facebook to let them know about CAC LSU and how they can get involved
  - Especially target freshman pages
  - Post on LSU Parents Facebook page
- Put all club and involvement fairs on calendar. Once the school year starts, make sure that you or someone from CAC LSU attends each of these events to recruit members and get the word out about our organization.
- Recruit Bark For Life participants.

## August

- Meet again with Recruitment Committee to see how everyone did with their goals over the summer and determine new goals for the fall semester
- Attend table-sits often to recruit new members and Bark For Life participants. Be sure to communicate with Marketing Chair to make sure that everyone who signed up at table-sits has been contacted.
  - Tell people that our organization looks great on a resume (especially for people who want to go into marketing or health)
- Recruitment Chair and Team Ambassador should begin visiting sororities, fraternities, and other organizations on campus to tell them about Bark For Life, start recruiting teams early, and make sure that they know our mission and who we are.

- Make sure that Team Ambassador has contacted teams from previous year to remind them to sign up early so that they can get started fundraising early. Invite them to attend Bark For Life.
- Work with Marketing Chair to post flyers around campus about Bark For Life.

### September

- Bark For Life is this month, and it is your responsibility to make sure people attend. If you have not reached your goal for Bark For Life participants, you still have a few weeks to get people registered for the event.

### October

- Continue attending table-sits and recruiting teams for the Spring event.
- Check in with Survivorship/Caregiver Chair to make sure that he/she is recruiting and offer assistance if necessary.

### November/December

- Continue attending table-sits and recruiting members and teams for the Spring event.
- Meet with Recruitment Committee to discuss how everyone did with their goals for the fall semester and develop goals for the spring semester

### January/February

- Meet with Recruitment Committee to discuss what everyone worked on over winter break and remind them of their goals they set before the break
- Continue attending table-sits: keep recruiting teams for the Relay Field Day event
- Visit sororities, fraternities, and campus organizations with Team Ambassador again to get them to register for the Relay Field Day event if they have not. If an organization has a team, encourage more people from the organization to get involved and to start fundraising early!
- Email campus organizations again, urging them to become involved in Relay Field Day and to make a team.
- Make sure Team Ambassador is meeting with team captains and keeping in contact with them.
- Make sure Survivorship/Caregiver Chair is working on recruiting Survivors and Caregivers and working on the Opening Ceremony.

### March/April

- The Relay Field Day event is coming up! Keep recruiting teams to reach your goal!
- Start sign-ups for working the registration table at the event.

### May

- Meet with the new Recruitment Chair and help them transition into the role

## SURVIVORSHIP/CAREGIVER CHAIR

### April/May

- Meet with previous Survivorship/Caregiver Chair to get information about transitioning into role
- Meet with Advisor, Executive Director, and Recruitment Committee (Recruitment Chair, Survivorship/Caregiver Chair, and Team Ambassador) to determine goals for the summer

### June/July

- Work to achieve summer goals determined in April/May
- Begin recruiting Survivors/Caregivers

### August/September

- Meet again with Recruitment Committee to see how everyone did with their goals over the summer and determine new goals for the fall semester
- Assist the Recruitment Chair with recruitment of Bark For Life participants, teams, and members.
- Assist the Luminaria Chair with selling Luminaria at table sits.
- Start working on recruiting Survivors and Caregivers, and invite them to attend Bark For Life.

### October

- Continue recruiting Survivors and Caregivers to attend the Relay Field Day event.

## November/December

- Meet with Recruitment Committee to discuss how everyone did with their goals for the fall semester and develop goals for the spring semester
- Continue recruiting Survivors and Caregivers to attend the Relay Field Day event. Keep in contact with Survivors and Caregivers who have signed up, and feel free to email them or send them mail for the Happy New Year.

## January/February

- Continue recruiting Survivors and Caregivers throughout the event.
- With the help of the advisor and executive chair, begin preparing the Opening Ceremonies for the event: the Survivor and Caregiver lap portions of the event.
- Continue to keep in contact with Survivors and Caregivers.
- Contact Marketing Chair about featuring Survivors and Caregivers on social media (be sure to get their permission first)

## March/April

- The Relay Field Day event is coming up! Keep recruiting Survivors and Caregivers to reach your goal!
- Finish preparation of the Opening Ceremonies.
  - Get final approval from Advisor and Executive Chair on Opening Ceremonies.
  - Ensure that you have everything you need for the Opening Ceremony. Get with Logistics Chair and Activities Chair.
- Start sign-ups for working the registration table at the event.

## May

- Send thank-you notes to Survivors and Caregivers who attended the event.
- Meet with the new Survivorship/Caregiver Chair and help them transition into the role

# TEAM AMBASSADOR

## April/May

- Meet with previous Team Ambassador to get information about transitioning into role
- Meet with Advisor, Executive Director, and Recruitment Committee (Recruitment Chair, Survivorship/Caregiver Chair, and Team Ambassador) to determine goals for the summer

## June/July

- Work to achieve summer goals determined in April/May
- Email all previous teams, encouraging them to get involved again next year. Work with Recruitment Chair to make sure you aren't emailing the same people twice.
- Assist Recruitment Chair with recruitment for Bark For Life and anything else he/she needs. Recruitment Chair will be doing the following:
  - Emailing all club presidents about making teams and getting involved
  - Posting on LSU Facebook pages, including "LSU Class of \_\_\_" and the "LSU Parents" pages

## August

- Meet again with Recruitment Committee to see how everyone did with their goals over the summer and determine new goals for the fall semester
- Attend table-sits often to recruit new members and Bark For Life participants.
- Recruitment Chair and Team Ambassador should begin visiting sororities, fraternities, and other organizations on campus to tell them about Bark For Life, start recruiting teams early, and make sure that they know our mission and who we are.

## September

- Help Recruitment Chair secure last minute Bark For Life participants.
- Encourage teams that have signed up early to plan their own fundraising events and encourage them to attend our events and meetings

## October

- Continue attending table-sits and recruiting teams for the Spring event.

- Meet with teams that have already registered, and encourage them to create fundraising goals and give them ideas about how to reach these goals.

### November/December

- Continue attending table-sits and recruiting members and teams for the Spring event.
- Work with Fundraising Chair to help teams develop fundraising goals and help teams come up with ideas for reaching their goals.
- Meet with Recruitment Committee to discuss how everyone did with their goals for the fall semester and develop goals for the spring semester

### January

- Meet with Recruitment Committee to discuss what everyone worked on over winter break and remember goals set before the break
- Meet with Advisor and Executive Chair to schedule team captain meetings.
- Continue attending table-sits: keep help Recruitment Chair in recruiting teams for the Relay Field Day event
- Visit sororities, fraternities, and campus organizations with Recruitment Chair again to get them to register for the Relay Field Day event if they have not. If an organization has a team, encourage more people from the organization to get involved and to start fundraising early!
- Keep in contact with teams who have registered, and inform them of the dates of team captain meetings.

### February

- Hold team captain meetings. Make sure that each team captain knows what they are doing.
  - Make sure teams have fundraising goals and that they are working towards these goals.
  - Make sure they know when they are expected to arrive at the event and what to expect.
  - Continue encouraging teams to fundraise.
- If teams are doing a really good job of fundraising before the event, ask Marketing Chair to recognize them on social media.

## March

- Hold team captain meetings. Make sure you have met with each team captain at least once by the end of the month.

## April

- The Relay Field Day event is coming up! Keep in contact with teams and make sure to contact new teams to keep them informed.

## May

- Meet with the new Team Ambassador and help them transition into the role
- Send thank you notes to team captains, and inform them of how much money their team raised and how much money the event raised.