***Monthly Recruitment Worksheet***

|  |
| --- |
| **Month:**  |
| **Goal:** |
| **Ideal mentor characteristics:** |
| **Target audience:** |
| **Activity** | **Approach** | **Resources Needed** | **Person Responsible** | **Date Completed** |
| Social media |  |  |  |  |
| Brochure/flyer placement |  |  |  |  |
| Monthly newsletter |  |  |  |  |
| Display tables |  |  |  |  |
| Press release/PSA |  |  |  |  |
| Personal ask  |  |  |  |  |
| Organizational presentation  |  |  |  |  |
| Update website |  |  |  |  |
| Update online volunteer opportunity databases |  |  |  |  |
| Local media |  |  |  |  |
| Current volunteer ask |  |  |  |  |

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Thomas G. Coon, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.



