



## **Volunteer Recruitment Exercise**

### **Warm Bodies--Individuals**

**Determine who will present for the team**

**Determine who will be the scribe for the team**

**Number your ideas on a sheet**

**Identify three ways you can recruit individual Warm Bodies for these specific tasks**

- 1. Hand delivering thank you notes to board members and key volunteers after a major event.**
- 2. Creating the poster to announce a new architectural scavenger hunt for children during your annual Preservation Week event.**
- 3. Working the Main Street table at the annual community-wide volunteer fair from 6-9PM for one day.**
- 4. Delivering the remaining 15 door prizes to the winners after the silent auction event.**
- 5. Handing out invitations to each merchant to attend a seminar on better retailing practices and getting five merchants to sign up for half hour consultations with a nationally known speaker on this topic.**

**What would the quid pro quo likely be?**

**Present the results**

**Volunteer Recruitment Exercise**  
**Warm Bodies--Groups**

**Determine who will present for the team**  
**Determine who will be the scribe for the team**  
**Number your ideas on a sheet**

**Identify three methods for recruiting Warm Bodies from groups in the community for each**

- 1. Clean up day in the park. Twenty five volunteers are needed in two hour shifts (total 50 people) on a Saturday morning in April. Rakes and trash bags will be provided.**
- 2. 40 people to hand out water to racers participating in your Main Street Mini Marathon.**
- 3. Serving dinner to the 30 volunteers who have agreed to make phone calls to help complete the telephone survey portion of your market analysis**
- 4. Taking admission fees at three tables and handing out color coded wrist bands to over 500 people who attend your beer bash end of summer event. You need 36 people working in pairs for two hour shifts.**
- 5. Counting the number of cars that pass a specific dangerous intersection each day from 8AM to 8PM during the course of one week.**

**What would the quid pro quo likely be?**

**Present the result**

**Volunteer Recruitment Exercise**  
**Targeted Recruitment--Individuals**

**Determine who will present for your team**  
**Determine who will be the scribe**  
**Number your ideas on the sheet.**

**Develop a list of at least three ways you can think of to recruit volunteers to do the following jobs**

- 1. Plan and implement the revolving loan program**
- 2. Calling five other Main Street Board Presidents to find out what salary and benefits are offered to their Main Street directors.**
- 3. Redesign and write four issues of your newsletter over the next year.**
- 4. Leadership for the annual membership drive.**
- 5. Providing confidential assistance to a struggling merchant on better business practices.**

**Would there be any quid pro quo?**

**Present your results**

**Volunteer Recruitment Exercise**  
**Targeted Recruitment--Groups**

**Determine who will present for your team**  
**Determine who will be the scribe**  
**Number your ideas on the sheet.**

**Develop a list of at least three organizations you would approach to recruit to do the following jobs**

- 1. Entertainment for the start of the Holiday season—you choose the entertainment.**
- 2. Conduct 35 intercepts surveys of shoppers in the downtown over one week in the summer.**
- 3. 80 volunteers needed to provide security for the annual holiday parade that brings 4,000 people to town on November 22 from 4 to 8PM.**
- 4. Donating and planting flowers in the small plot in front of the library in the downtown in the spring.**
- 5. 25 children ages 6-8 to participate as elves for a holiday promotion, costumes to be provided by another organization.**

**Would there be any quid pro quo?**

**Present your information**

**Volunteer Recruitment Exercise  
Concentric Circles--Individuals**

**Determine who will present for the team  
Determine who will be the scribe for each team  
Number your ideas on the sheet**

**Identify three ways you can approach your personal concentric circle to recruit for the following jobs**

- 1. Assisting a merchant who wants to expand his/her product line into women's accessories and shoes.**
- 2. Showing a group of foreign urban planners around who want to see how your revitalization program really works.**
- 3. The Main Street cookbook needs more ethnic recipes.**
- 4. Your Junior Main Street program needs more young men to help with clean up activities.**
- 5. Hosting a small luncheon for the Lt. Governor and State Main Street staff when they visit your town on their annual tour of Main Street communities.**

**What would the quid pro quo likely be?**

**Present the results**

**Volunteer Recruitment Exercise**  
**Concentric Circles--Groups**

**Determine who will present for the team**  
**Determine who will be the scribe for each team**  
**Number your ideas on the sheet**

**Identify three ways you can approach your personal concentric circle to recruit for the following jobs**

- 1. Handing out 1500 flyers at the mall to promote the fall festival.**
- 2. Serving chili to 40 people after the annual clean up day.**
- 3. Identifying several children's stores nearby to recruit into downtown.**
- 4. Handing out Halloween treats at a booth from 3-5PM to the 250 children who come and Trick or Treat in your downtown.**
- 5. Sweep the parking lot before the annual car show event.**

**What would the quid pro quo likely be?**

**Present the results**

**Volunteer Retention and Development**  
**Solving common problems**

**Determine who will present for the team**  
**Determine who will be the scribe for each team**

**Handout out scenarios**

**Read the scenario**

**Discuss it briefly with your team**

**Come up with ways to solve the problem**

**Write it up in bullet points**

**There are not right or wrong answers**

**Present the results**

## **Volunteer Recruitment, Retention and Development**

### **Solving common problems**

#### **The In crowd**

**You are the new Promotions Committee chair. This committee has always had a large group of volunteers, mostly women who flock around Mrs. K, who is lively and clearly a Queen bee. The committee has worked for four years to develop the Flower Festival into a week-long, multi-pronged event that now attracts people from around the county. This event takes about 50 people to pull off and there are always certain people on the committee that seem to get the “good assignments” –presenting awards, handing the press, or getting their pictures in the newspaper with Mrs. K. How do you as the committee chair make sure that all committee volunteers get an equal chance at getting these coveted assignments?**

**Give a list of at least five tactics to employ to solve this problem.**

**What would you do to prevent this from happening in the future?**



**Volunteer Recruitment, Retention and Development**  
**Solving common problems**

**Passing the torch**

**Mr. B has been the chair of the ER committee for the entire history of your organization and has done a stellar job. The committee has recruited a new children's clothing store, helped a restaurant expand to a new storefront, and started the façade grant program. His health has not been good these last three months and his wife has spoken with you (the manager) privately, to say that Mr. B really needs to slow down. Mr. B has two very able people on the ER committee who could take over as committee chair. How would you organize this transition to new leadership on this committee?**

**Give a list of at least five tactics to employ to solve this problem.**

**What would you do to prevent this from happening in the future?**

## **Volunteer Recruitment, Retention and Development Typical problems**

### **The Volunteer who does not deliver**

**You are the Design committee chair and are new to the organization. Mr. X has been involved with the organization for several years and wants to help you on the Preservation Week activities. He participates in most but not all of the planning meetings and has a specific assignment to get all the posters printed, and handed out by April first. It is March 15<sup>th</sup> and he has not returned three phone calls from you. You hear from another committee chair that this gentleman is always over committed. What do you do?**

**List five things you would do to solve this problem.**

**What would you do to prevent this from happening in the future?**

## **Volunteer Recognition Exercise**

**Divide your group into two teams.**

**Determine who will present for the group as a whole**

**Determine who will be the scribe for each team and write up the info on the flip charts**

**Brain storm for three minutes**

**Write down every possible way you can think of to thank or recognize volunteers**

**Be creative! No idea is too wacky!**

**Number all of your ideas**

**Present the results**