

Timeline for School Representatives (Reps)

First week of school	Make sure that you have biographies and other forms – if you wish to use the board from AAUW request it – if you wish to have pictures of the women being portrayed request them
Back to School Night	Begin recruiting applying some of the techniques that may be helpful to your school
Sept.	Place information either in principal’s newsletter or school newsletter as appropriate in your school
Sept and Oct.	Contact prospective volunteers and fill out forms – We suggest that you don’t give forms to presenters – do yourself – they just don’t come back when given to performers – do not have to get availability then but do fill out <u>all the rest of it</u> – make sure you use the year’s form.
Thanksgiving	Recruiting complete
Until Dec 1	Verify or get availability—if specific problems communicate with AAUW (for example a flight attendant who does not have a set schedule)
Dec. 1 (or designated date)	Performer Forms and supplementary form due--submit either electronically -- each form should be a separate attachment-- forms should either be computer generated or in ink so can be scanned —or by paper in an envelope
Jan	In a welcoming call Rep checks with volunteers to be sure they have scripts—if someone does not have one the rep sends it if we have sent out scripts to reps and notifies AAUW—if all have scripts then the rep also notifies AAUW—particularly important is welcoming those who are not parents
Jan	Rep checks the preliminary schedule that was sent out and notifies AAUW if it is all right or if there are problems
Jan	After training dates set the rep encourages performers to go and also encourages them to ask for costume help if they need it
Two weeks before program or as school decides	Work with Teacher rep to get schedules filled—when program is set, contact volunteers telling them when their first performance is going to be, when they will be finished, and if they are going to be there all day indicate that they will be suggesting a place for them to have lunch at school (possibly telling them there will be a refrigerator for them to leave their lunch in if that is the case). If you are one of the schools that provides lunch (and this is not expected) please let them know that so they will not end up with 2 lunches. For volunteers not from your school, please make sure that they know where the office is (that has caused problems)
During program	Make sure volunteers have what they need—map of school, location of restroom, schedule, knowledge of where they are supposed to take their breaks etc. – have some type of simple hospitality—can be as simple as a bottle of water and a thank you

	note. Some schools have chosen to have a class write thank you notes to performers and that is much appreciated. If possible have someone to greet the volunteers (particularly if they are not from your school)
After program	See that teachers get evaluation forms in method approved by principal and determine with principal the method of collection--encourage volunteers to send in their thoughts for next year
Spring	Hopefully most reps will be the same but if you are not going to return please help to find your successor

Suggestions for Recruiting

1. Plan how you are going to use the flier, biographies, etc.
2. Figure how to use Back to School Night. Some things people have found successful
 - Consider borrowing the AAUW board. One school that used this successfully said for this to be successful one person was there all evening and nabbed new people—would have to have parents that only have one kid in the school and both father and mother attending so one can go to the classroom—this was successful—if this is done have the volunteer form right there to at least get name and phone number – can follow up later
 - Several schools have teachers mention it at back to school night and some schools have papers in classrooms for sign-ups This might be a use for the flier with a sign-up sheet
3. Another technique that was helpful is going to K-2 and asking teachers to suggest parents—sometimes teachers can talk to parents and get the phone number – then the rep can call—if you get parents of young children, you will have them for a number of years if they have a good time.
4. AAUW will be willing to go to one of the first PTA meetings if it would be helpful.
5. While it will not help for this next year, some schools have found it helpful to invite parents of K or 1 to attend a presentation. When they see it they may want to volunteer for the next year. A good thing to remind prospective volunteers is that preparation can be done on volunteers own time and time commitment can be a morning