



Volunteer Recruitment Worksheet

Volunteer Task

For what task are you wanting to recruit volunteers?

WHAT

Description of the volunteer role/task(s).

Include the task(s) they are being asked to do, why this task(s) is important, and to whom they will report and/or with whom they will be working.

Description of task(s):

Why this task(s) is important:

To whom they will report and/or with whom they will be working:

WHEN

Provide specific details about the time commitment for this volunteer role/tasks. *Include how many times you will need their help, how long each time, and over what period of time, e.g., once a month for 4 hours each time over a span of 6 months.*

How many times you need their help:

How long each time:

Over what period of time:

WHO

Create a list of individuals who you will ask to volunteer for this task(s). *Be sure to write names of individuals, not groups! Think about who would be a good fit for the task(s). Use a separate piece of paper if you would like to brainstorm more than 10 people.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

WHY

Next to the names of the people you listed above, write their WIIFM (“what’s in it for me”). *What would make it worth their precious time to do this volunteer task(s)?*

WHERE

Where will people sign up for this volunteer task(s)?

Ensure that the easiest method possible is used so that no barriers exist for people to sign up!

HOW

How will you make “the ask”?

Remember to ask each person individually! No group asks, unless followed up with individual contact.

By what method will you ask (e.g., phone, email, in person):

How will you convey excitement and positivity about this opportunity you are presenting to them?

How will you personalize your ask for each person?

Combine the WHAT, WHEN, WHY, and WHERE to create your succinct “ask”:

If They Say “Yes”

If they say “Yes,” complete these tasks:

1. Celebrate! Congratulate yourself on a job well done!
2. Quickly follow up with
 - A sincere “thank you”
 - How to sign up and/or apply to be a volunteer
3. Share the person’s contact information with the volunteer coordinator

Notes:

If They Say “No”

If they say “No,” do the following:

1. Remind yourself not to worry. Expect to get “no’s.” That is why you wrote a long list of people to ask!
2. Ask if they mind sharing why they said “no.”
3. If possible, address any barriers they shared as to why they said “no.”

Notes: