

# ANDREWS ACADEMY

## RECRUITMENT TIPS SPRING 1998

- I. How To Read The Recruitment Forms (See Retention Tips I)
- II. Academy Adventure Invitations
  - A. How To Conduct Your Home Visits
    1. Phone to make a very brief home visit.
    2. Kindly introduce yourself.
    3. Congratulate the student on her/his success through the elementary years.
    4. Explain that the purpose of your visit is to extend a very warm and personal invitation for the 8th grader and his/her parents to attend the Academy Adventure. (Give date and time)
    5. Hand them the invitation and explain what activities will transpire at the Adventure:
      - a. supper
      - b. tours
      - c. question-and-answer period
      - d. information on finances, curriculum, co-curriculum, faculty, student life, etc.
    6. If the family is ready to respond, fill out the bottom portion and turn it in at the office. Remind those who cannot accept at the time of your visit to RSVP by the printed deadline.
    7. Ask if there are any questions.
    8. Thank them very kindly for their time.
  - B. How To Make Invitation By Phone
    1. This plan is to be followed **only if** the student lives outside the Michigan District 9 area.
    2. Mail the invitation with a personal note from you.
    3. Phone the family. Explain to them all of the information as directed in II.A. above.
    4. Tell them to look for the invitation in the mail.
    5. If the family is ready to respond, fill out the bottom portion of an invitation and turn it in at the office.
- III. Making Additional Recruitment Contacts
  - A. These students will be your recruitment responsibility from now through the end of post-session week.
  - B. Get to know your recruits. Phone them, visit them, meet them at the Adventure and Academy Day...
  - C. Work closely with them through the application and pre-registration process.
  - D. You will have the opportunity to share any significant experiences with the group at each faculty meeting.

#### IV. Recording Recruitment Contacts on the Recruitment Forms

- A. Make notations on your recruitment forms for each of the contacts you make.
- B. The final due date for **ALL** recruitment sheets is **May 27**, as stated on the school calendar.
- C. The summer recruitment team will make one final contact with your recruits in the month of July, therefore, any information you can share on the recruitment sheet is vitally important.