

Andrews Academy

Recruitment Packet Contents Spring 1998

A. Retention

1. Retention Tips: Go over sheet
2. Lists of students to contact for retention: One group in April, and one in May. You will be able to make comments during faculty meetings. Submit at the end of each month.
3. Recruitment sheet for each advisee: Keep in contact with them from now until the end of the year. Make notations and submit the sheet with a final result by the May 27 deadline. You will be able to make comments during faculty meetings.

B. Recruitment

1. If you are a Recruitment Team Group Leader, the next item in your folder is a memo about the recruitment plan for the remainder of the year. Please read it over carefully. If you have any questions, please see me.
2. The next item in all of your packets is a list of the Recruitment Teams. Notice who your fellow team members are. Feel free to add or subtract student names from your list of volunteers. Group leaders, you have enough copies of this sheet for each of your student volunteers.
3. Group leaders, at this point you need to set a date to have a meeting with your team to plan your recruitment strategy. The memo in your packets gives some ideas of what you might do.
4. Group leaders, the next item in your packets is a stack of Visitor Information Sheets. Use these in case you come across any new potential students that are not currently on your list. Submit those to me as they are filled out.
5. The next item in everyone's packet is the Recruitment Tips Sheet. Leaders, you have enough to give one to each of your student volunteers as well.
7. Leaders, the next item in the packet is a list of your group's recruitees. You have enough in there to give a copy to your faculty and student team members.
8. Leaders, the next item in the packet is the stack of recruitment sheets for each individual recruitee. Please use all of your team members to recruit these potential students. Your group should decide exactly how you want to do this.
9. Leaders, the final item in your packet is a reminder of the Academy Adventure. This year, we are requesting that you use your team members to make a personal phone call between now and next week, to remind your recruitees and their parents to attend this important meeting.
10. Randy Graves and crew - you have a very unique group. Many of the students on your list have attended

AA and according to faculty responses, they should be here right now.....

11. Questions.