

PRO-AA

Public Relations Office - Andrews Academy

TO: Recruitment Team Group Leaders
FROM: P.R. & Recruitment Department
DATE: April 15, 1998
RE: Recruitment of Prospective New Students

You will find the following enclosed in this packet:

1. A list of your recruitment team members;
2. Visitor Information Sheets
3. Tips on how to recruit new students;
4. A list of your team's recruits;
5. A recruitment sheet for each of your recruits; and
6. Academy Adventure Material.

As leader, your responsibility is to coordinate the process of recruiting prospective students that are on your list. Make sure you use all of your faculty and student team members in the process. How you wish to recruit is left up to your team. The goal is for each team to give a final recruitment report on every one of its names at the May 27, 1998 Faculty Meeting.

You may visit the students at the school, you may wish to take the class members out for ice cream or something else, you may call them on the telephone, or whatever it takes to let them know we are interested in enrolling them in our school. Remind them to submit their applications at the Academy Adventure for free or by the end of the school year for \$5.00. After the end of the school year the application fee is \$10.00. Also, remind them to submit an application by May 8, 1998 in order to be eligible for pre-registration in early June. Stress the importance of Spring Registration in terms of classes filling up.

If there is a student at your school whose name does not appear on your list, please fill out a visitor information form on that student and turn it into our office.

Academy Adventure material has already been given to the students and their parents via the United States Postal Service and through visitations to the SDA local schools. Posters have also been given to your schools. Please ask the administrators/grade 8 teachers to continue to advertise the event in a large way.

Our office will help you in any way we can. Don't hesitate to ask.
Thank you for your help in making AA the best it can be.