

**ERSEA****Task: Recruitment of Children**

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
<p>1. Provide training to Family Advocates on any changes in the recruitment process and give Family Advocates copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Current Selection Criteria</li> <li>• Current Income Guidelines</li> </ul>	Family Services Manager	Prior to spring recruitment
<p>2. Canvas community and local partners for any events and activities the Family Advocate can participate in.</p>	Family Advocate	Ongoing
<p>3. Use the following activities for recruitment of Head Start Children:</p>		
<ul style="list-style-type: none"> <li>• Solicit age eligible wait- listed families for current income for the upcoming school year</li> </ul>	Family Advocate	January-June
<ul style="list-style-type: none"> <li>• Solicit age eligible siblings of those families currently and/or previously enrolled (Use Child Plus Report 2031 and filter accordingly)</li> </ul>	Family Advocate	Ongoing
<ul style="list-style-type: none"> <li>• Create recruitment information (articles/PSAs). Post online to the Head Start accounts and/or other available web pages in collaboration with the IT Coordinator</li> </ul>	Family Advocate	January-Ongoing
<ul style="list-style-type: none"> <li>• Request help from Policy Council and Parent Committees to spread the word about recruitment.</li> </ul>	Family Advocate	January-June
<ul style="list-style-type: none"> <li>• Participate/ organize recruitment tables at community events <ul style="list-style-type: none"> <li>○ Health Department Events</li> <li>○ Old Timer’s Day (Dickson)</li> <li>○ Irish Day (Houston)</li> <li>○ Community Fairs</li> <li>○ Eagle Fest (Stewart)</li> <li>○ Any other community/health event offered</li> </ul> </li> </ul>	Family Advocate	Ongoing
<ul style="list-style-type: none"> <li>• Attend monthly community meetings and/or make presentations at community meetings and events when the opportunity arises.</li> </ul>	Family Advocate	Ongoing
<ul style="list-style-type: none"> <li>• Advertisement/information shared with: <ul style="list-style-type: none"> <li>○ Local Newspapers</li> <li>○ Local radio/TV stations</li> </ul> </li> </ul>	Family Advocate	April-September

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<ul style="list-style-type: none"> <li>• Contact Summer Food Program Directors to coordinate distribution of recruitment flyers for Head Start.</li> </ul>	Family Advocate	Ongoing
<ul style="list-style-type: none"> <li>• Contact Board of Education to coordinate recruitment tables at Pre-K screenings and send recruitment materials home with school age students</li> </ul>	Family Advocate	March-May
<ul style="list-style-type: none"> <li>• Distribute recruitment materials all throughout the community. Some examples (but not limited to) include:               <ul style="list-style-type: none"> <li>○ DHS Offices</li> <li>○ Department of Children Services</li> <li>○ Local Health Departments</li> <li>○ WIC offices</li> <li>○ Community childcare sites</li> <li>○ Public libraries</li> <li>○ Parks/Recs Departments</li> <li>○ Schools Districts; Board of Education</li> <li>○ Health providers</li> <li>○ Hospitals/Clinics</li> <li>○ Dentist offices</li> <li>○ Food Banks</li> <li>○ Local restaurants</li> <li>○ Local stores</li> <li>○ Homeless shelters</li> <li>○ Housing Authorities</li> <li>○ City Halls</li> <li>○ Thrift Stores</li> <li>○ Service Agencies</li> <li>○ Canvassing the entire community</li> </ul> </li> </ul>	Family Advocate	Ongoing-then as needed
<p>4. Establish and maintain a notebook or folder on recruitment dates, materials, and announcements by center/county. Make notes in file of what is successful and where the applicants are coming from. Keep a list of places flyers have been hung, materials have been dropped off so that you can replenish. The Flyer Distribution Form and Community Events/Meeting Tracking form are located on the website, and are turned in monthly with EOM documents.</p>	Family Advocate	Feb-June; ongoing
<p>5. Request stamps, letterhead stationary, envelopes, manila folders and any other needed items to prepare for recruitment/community events from the Family Service Manager.</p>	Family Advocate	At least two weeks before recruitment