

Task: Head Start Recruitment of Children

Task	Person Responsible	Date to be Completed
1. Provide training to Family Advocates on any changes in the recruitment process and give Family Advocates copies of the following documents: - Current Selection Criteria - Current Income Guidelines	Family Service Manager	Prior to spring recruitment
2. Schedule a recruitment day ensuring that the date, location, and time are convenient for parents.	Family Service Manager & FSW's	February
3. Prepare the TANF Recruitment Letter by: - Creating a heading that states the center's name - Inserting recruitment information that explains when, where, time, contact person, and telephone number into the letter	Family Service Manager & Family Advocate	February/March Prior to recruitment
4. Use the following methods to inform parents of recruitment days for their area. - Make an assortment of flyers to be handed out/posted in community - Place an announcement in local newspapers and on radio and television stations. - Post flyers and notices. - Make announcements at churches and agency and organization meetings or post flyers. - Place an article in the parent newsletter. - Send notes home with Head Start and Kindergarten children through school district offices - Be certain all flyers/letters and information include notes regarding our transportation limitations and that we encourage recruitment of children with disabilities.	Family Advocate	10 days prior to recruitment
5. Mail or email recruitment dates, notices, and newspaper announcements to all staff members, management team and "Hill" office and community partnerships to include Health Departments, Pediatricians & Dental offices, School Districts, L.E.A.'s etc.	Family Advocate	Before recruitment dates
6. Establish and maintain a notebook or folder on recruitment dates, materials, 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.	Family Advocate	Feb-June; on-going
7. Obtain a Department of Human Services/TANF Head Start Report printout by contacting the local Department of Human Services office.	Family Advocate	Feb-March
8. Request stamps, letterhead stationary, envelopes, and manila folders. from the Family Service Manager.	Family Advocate	At least two weeks before recruitment
9. Purchase stamps and folders.	Family Service Manager/designee	Following approval of request form
10. Mail the TANF Recruitment Letter to TANF recipients to age eligible children.	Family Advocate	At least 1 week before recruitment

