

ERSEA**Task: Recruitment of Children**

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

<ul style="list-style-type: none"> • Contact Summer Food Program Directors to coordinate distribution of recruitment flyers for Head Start. • Contact Board of Education to coordinate recruitment tables at Pre-K screenings. • Distribute recruitment materials all throughout the community. Some examples (but not limited to) include: <ul style="list-style-type: none"> ○ DHS Offices ○ Department of Children Services ○ Local Health Departments ○ WIC offices ○ Community childcare sites ○ Public libraries ○ Parks/Recs Departments ○ Schools Districts; Board of Education ○ Health providers ○ Hospitals/Clinics ○ Dentist offices ○ Food Banks ○ Local restaurants ○ Local stores ○ Homeless shelters ○ Housing Authorities ○ City Halls ○ Thrift Stores ○ Service Agencies ○ Canvassing the entire community 	<p>Family Advocate</p> <p>Family Advocate</p> <p>Family Advocate</p>	<p>Ongoing</p> <p>March-May</p> <p>Ongoing-then as needed</p>
<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>	<p>Family Advocate</p>	<p>Feb-June; ongoing</p>
<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>	<p>Family Advocate</p>	<p>At least two weeks before recruitment</p>