

ERSEA

Task: 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: <ul style="list-style-type: none"> • Current Selection Criteria • Current Income Guidelines 	Family Services Manager	Prior to spring recruitment
2. Canvas community and local partners for any events and activities the Family Advocate can participate in.	Family Advocate	Ongoing
3. Use the following activities for recruitment of Head Start Children: <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 • 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 • 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. 		
	Family Advocate	January-June
	Family Advocate	Ongoing
	Family Advocate	January-Ongoing
	Family Advocate	January-June
	Family Advocate	Ongoing
	Family Advocate	Ongoing
	Family Advocate	April-September
	Family Advocate	Ongoing
Family Advocate	March-May	

<ul style="list-style-type: none"> • 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>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>