## Checklist for Recruiting Young People at a Bring a Friend Night

Here are some things you may want to consider when planning for youth recruitment. They may not all be appropriate for the specific activities you are planning but they act as a guide.

### Before the Event

* Make sure your meeting place is ready to welcome new young people.
* Make sure your meeting place is visible/identifiable from the street.
* Are your existing volunteers ready to welcome new members to the group?
* Are there any existing barriers to welcoming new members or increasing the size of your group?
* Have you completed a quality programme checker?
* Does your group represent the community in which it is located?

### During the Event

* Introduce and welcome new young people during the opening ceremonies
* Explain behaviour system and explain where the toilets are.
* Be available to answer parents’ questions.
* Come prepared with copies of forms for new members to sign up to.
* Stay positive, friendly and welcoming.
* Have group/your contact details available to give out to new members.

### After the Event

* Follow up with every potential new member that attends and make sure they know the next steps.
* Make time within next term’s programme to build upon your success – recruitment is a constant process.

### Other Things to Think About

* Build strong links with local groups and Explorer Units to help them with their recruitment - remember you have also been in this position.
* Get a Youth Lead involved in running a youth forum and reviewing your programme, they may see things from a different point of view.