Quick Tips

Where Are Those Potential New Members?

- In your classes
- In the residence halls or your apartment complex
- In lines (at Financial Aid, Cashiers, waiting for food)
- In the library (don’t forget to whisper!)
- In other organizations
- At the Dining Commons
- At work
- In intramural programs
- At Pack games
- Doing their laundry
- At the JTSU

Everywhere you are!

Recruiting New Members

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

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University of Texas San Antonio  
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PLANNING FOR RECRUITMENT

Planning is the most important part of your recruitment process.

1. Select a recruitment chairperson. Often groups select a recruitment committee. This is a good idea because it spreads the work, but make sure one person is ultimately responsible.

2. Set a recruitment goal. Include:
   ~ the total number of new members you want to attract
   ~ the number of potential new members each current member is responsible for contacting
   ~ a timeline complete with a list of who is responsible for what

3. Brainstorm with your members about where potential new members might be found. (See “Quick Tips”)

4. Brainstorm with your members about how to contact those potential new members.
   ~ Events (social, service, academic, sports, etc.)
   ~ Written information

HOW DO YOU REACH POTENTIAL NEW MEMBERS?

Posters and fliers around campus
~ Outside in the information kiosks
~ Inside on bulletin boards
(Please follow the Posting Guidelines)

Set up a table on the JTSU Lawn

Teacher announcements in class. (These work especially well for academic organizations and honor societies.)

Attend a ASUN Club Fair- they are held once a semester

Attend other club meetings to let the membership know about your club

ACTIVITIES TO ATTRACT POTENTIAL NEW MEMBERS

Social, Service and Sporting Events:

Pictionary or Trivial Pursuit tournament at the residence halls, meals at restaurants, swim parties at members’ houses or apartments, volunteering at a shelter, bowling, ice skating, miniature golf, Block Party, bowling, hiking, board games, Habitat for Humanity, intramural teams, volunteering to read to kids at the library, theme meals and parties …

Any event your group does is a potential recruitment event — just invite new people!

WHAT DO YOU SAY TO POTENTIAL NEW MEMBERS?

Whatever you would say to potential new friends.

Ask questions. Find out what their interests are so you can tell them how membership might benefit them

Tell him or her what is great about your group — how it has helped its members.

Share the organization’s mission, purpose, goals and objectives!