



Be the Recruiter

Recruitment Chair



- The Recruitment Chair is expected to continually promote Circle K International on campus.
- In addition to this, the Recruitment Chair is expected to educate members about the organization.

The duties of the Recruitment Chair include, but are not limited to:

- > Plan and promote recruitment events throughout the year; these may include:
 - Tabling at club fairs, and teaching members how to effectively table
 - Speaking at university functions or classes
 - Planning social events for prospective members
- > Reach out to prospective members and build friendships, and hold fellow members accountable to do the same
- > Train members on recruitment techniques and strategies with Recruitment Training Workshops; for example:



- "Bring a Friend to a Meeting/Project Day" with prizes or candy for the newcomer and the member that invited them
- Each member finds one friend of theirs who is not in CKI and makes it a point to bring them to a project



- > Track prospective members, maintaining contact with them throughout the year
 - Google Sheets or Microsoft Excel document with names and contacts
 - Record what events and meetings they have come to to see if attendance is lacking and a member should reach out to them personally
- > Conduct new member orientation to ensure an educated membership
- > Execute Key to College Programs at local high schools to educate about postsecondary education as well as Circle K International
- > Market Circle K International on campus
- > Utilize recruitment resources to increase membership at the club (circlek.org/resources)
- > Promote district events to new members
- > Helpful recruitment tips:



- Try to have food, especially at events where you expect a bunch of new prospective members or have asked current members to invite friends
- Consistency is key; recruitment is a YEAR LONG process, not a one day event
- **Have fun!**