

## Quick Tips

### Where are those Potential New Members?

- In your classes
- In the residence halls or your apartment complex
- At Welcome Back Days
- In La Posada
- In the Library
- At the Duck Pond
- In other organizations
- At work
- Playing Intramurals
- At Lobo Games
- Doing their laundry
- In Johnson Gym
- In the SUB
- At Student Events
- Area Restaurants
- At CAPS

*Everywhere you are!*

## Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

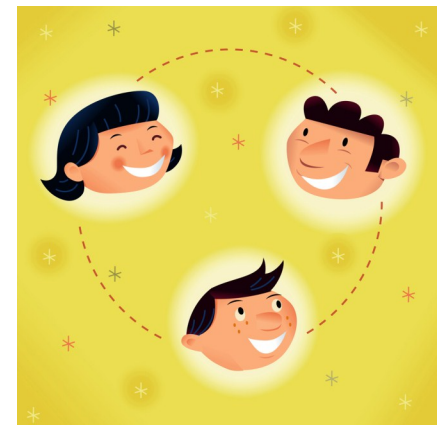
*Leader Hints* is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

# Leader Hints

Leadership Development Tips  
for Student Organizations

## Recruiting New Members



# How to get from “What if...?” to “That was Terrific!”

## 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 on kiosks
- inside on bulletin boards

*(Please follow the Posting Guidelines, available in the Student Activities Center)*

### Ads in the Daily Lobo

### Teacher announcements in class

*(These work especially well for academic organizations and honor societies.)*

### The Guide to Chartered Student Organizations

is a publication printed 3 times a year by the Student Activities Center. To be included, make sure your group has submitted a chartering form to the Student Activities Office.

*During the first week of the Fall semester, the Student Activities Center sponsors Welcome Back Days, a week-long information fair on the SUB Mall. One day during the week is reserved for student organizations wishing to recruit new members. To sign up for a table at Welcome Back Days, call the Student*

## 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, the zoo, the Beach, museums, 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.