

# MEMBER & VOLUNTEER ENGAGEMENT RECRUITMENT REQUEST FORM

## ABOUT THIS FORM

The Member & Volunteers team is responsible for supporting the statewide member and volunteer recruitment needs of the Society in NSW. Our team has a variety of community engagement methods that can be applied to reach your recruitment goals, no matter how big or small.

If you are seeking recruitment support, please read and complete this form and send to [membership@vinnies.org.au](mailto:membership@vinnies.org.au) unless otherwise directed.

## Who is making this request?

Name

Phone

Email

Role

Team/Section:

## Please describe the recruitment task here:

(Example: Member recruitment for new CBD Conference, Need volunteers for local Vinnies Van service, Hub Volunteers required to assist with cooking classes, etc..)

## Please select which cohort you are trying to recruit:

Conference Members

Associate Members

Volunteers

Unsure at this stage

## Please describe the audience:

(Example: Young Adults, Recent Retirees, Uni Students, etc.)

## How many Members/Associate Members/Volunteers are you aiming to recruit?

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## How would you like to reach people?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Social Media Advertising</b><br>(Facebook/Instagram/TikTok)          | <input type="checkbox"/> <b>Video/Photos</b>                                 | <input type="checkbox"/> <b>Community Stalls</b><br>(Expo's, O-Week, etc) |
| <input type="checkbox"/> <b>Volunteer/job websites</b><br>(Seek.com.au, EthicalJobs, or similar) | <input type="checkbox"/> <b>Newspaper/radio/<br/>local media advertising</b> | <input type="checkbox"/> <b>Parish networks</b>                           |
| <input type="checkbox"/> <b>Word of mouth, existing Vincentian<br/>or internal networks</b>      | <input type="checkbox"/> <b>Other</b> (please describe)                      |   |

## By which date do you need this initiative to commence?

## Who will be responsible for following up and onboarding the EOI's generated?

(Note: It is an expectation that leads are followed up within 5 working days of a lead being received)

## Do you need assistance in generating a plan for following up leads and onboarding?

- Yes       No       Unsure

## Is there anyone who can support if the lead staff member is on leave during the onboarding period?

(If so, please include their name and email address below)

## Will you require support materials as part of this initiative?

(E.g marketing collateral, merchandise, etc). If so, please detail below.

## Is paid advertising required?

(If so, please list who's cost centre/approval person responsible, and amount required).

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