CCTA SPRING RECRUITMENT PLANNING TOOL

Use this tool to help you create a work plan that will guide you through the preparation for and execution of a spring recruitment process.

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| DIRECTIONS  Review the actions and determine who should be responsible for this task and by when it should be completed. |

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| **PLANNING SPRING RECRUITMENT** | | | |
|  | **Action** | **Responsible** | **Deadline** |
| 1 | Invite high school counselors |  |  |
| 2 | Prepare for counselor tour |  |  |
| 3 | Run counselor tour |  |  |
| 4 | Follow up with counselors |  |  |
| 5 | Identify eligible students |  |  |
| 6 | Coordinate with high schools to invite eligible students |  |  |
| 7 | Coordinate with partner community college |  |  |
| 8 | Arrange for buses |  |  |
| 9 | Prepare for tours |  |  |
| 10 | Run tours |  |  |
| 11 | Follow up with students |  |  |