

Local Section Recruitment Fundamentals

Volunteer Journey

1. **The doubter** is outside volunteering, and may have attitudes, characteristics or circumstances which keep them a non-volunteer.
2. **The starter** has entered volunteering by making an enquiry or application.
3. **The doer** has committed to being a volunteer and begun volunteering.
4. **The stayer** persists as a long term volunteer

Goal: To turn doubters into stayers.

Eight Barrier Facets

There are barriers that need to be overcome within AIChE and your local section. Keep these in mind.

1. The image and appeal of volunteering
2. Methods of recruiting volunteers
3. Recruitment and application procedures
4. Induction into volunteering
5. Training for volunteering
6. Overall management of the volunteering
7. The ethos and culture of the organization
8. The support and supervision given to volunteers

Recruitment Ideas

If you are part of an established local section, you probably already have some sort of an annual schedule that you follow. Here are some more ideas that you may want to consider. If your section is fairly new and does not have an established volunteer base and annual schedule, please take note of the items with an * in front. These are the core activities.

- *Regular Meetings – Typically September through May
 - Find where ChemE's are most concentrated in your local section area
 - Meal pricing
 - Make welcome bags for new comers with it website. Some giveaway ideas:
 - Mugs
 - Pens
 - Notepads

- *Technical Sessions
 - *Workshops
 - Project Lessons Learned
 - Technical Papers
 - New Technologies
 - Technology Improvements
 - Consider having workshops before the regular monthly meeting to allow smaller topics:

Safety	Communication
Environment	Robert's Rules of Order
Professional Engineering	Short Technical Sessions
Ethics	Young Professional Topics
Entrepreneurship	

- *Social Events – Probably one of the easier events to organize and could attract a greater variety of local members in the area to recruit from.
 - Sporting events (baseball/football/basketball/swimming/rugby/hockey)
 - Festivals
 - Picnics
 - Plays
 - Zoo
 - Retreats
 - Science Museums
 - Painting Classes
 - Dinner Cruise
 - Amusement Parks
 - Wine Tour
 - Concerts
 - Golf Event
 - Art Exhibits

- *K-12 Activities
 - *Visit local Schools/colleges
 - After School Meetings
 - Career Fairs
 - BOS/EOY Parties
 - Picnics
 - Science Fair
 - *E-Week
 - ChemE Car
 - Scholarships
 - Boy scouts / Girl scouts

- *Intersociety Events
 - AADE – American Association of Drilling Engineers
 - ACS – American Chemical Society
 - ASCE – American Society of Civil Engineers
 - ASME – American Society of Mechanical Engineers
 - IEEE – Institute of Electrical and Electronics Engineers

- ISA –International Society of Automation
 - NSPE – National Society of Professional Engineers
 - PMI – Project Management Institute
 - SME – Society of Manufacturing Engineers
 - SPE – Society of Plastics Engineers
 - MTS – Marine Technology Society
 - SPE – Society of Petroleum Engineers
 - SWE – Society of Women Engineers
 - WEN – Women Energy Network
- *Newsletters
 - Advertisements for specific events
 - Calendar of upcoming events
 - Advertisements for specific tasks
 - Acknowledge volunteers for past events and specific contributions
 - Ask for award nominations
 - Contact Information
- *Website
 - Same information as newsletter
 - Include an email sign up on the front page
 - Have volunteer sign up registration for larger events
 - Upcoming events and webcast links
- Plant Tours – some places, (particularly manufacturing facilities) will give guests small trinkets, which participants can take back to their offices and be a good way of getting the attention of their coworkers to participate in future local section events.
 - Refinery
 - Pharmaceuticals
 - Equipment
 - Valves
 - Other non-traditional Chem-E manufacturing facilities
 - Food Industry
 - Beverage Industry
 - Instrumentation
 - Pilot Plant
- Special Events
 - Pi Day
 - Star Wars Day
 - *E-Week
 - Offshore Technology Conference / other conferences
 - Energy Day
 - Arbor Day
 - Build a float for a parade
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Ask the person if he/she is looking to improve personal skills for career advancement:

- Writing
- Speaking
- Organization
-

conflict with the expectations you set, you can offer advice, but you are likely to ruin future volunteering from them if you constantly devalue their contribution.

Respect peoples hesitations to getting involved. Ask them what they would need in order to say yes. Did they have a bad experience with the organization in the past, perhaps just a bad experience volunteering?

Try not to display negative emotions you may have about your volunteer efforts publicly. This may drive volunteers away, because who wants to volunteer with a whiner? Try to turn negative emotions into a drive to improve the organization and remove those things that are causing the negative emotions from the start.

Venue Comparison Sheet

Location Name			
Location Address			
Contact Person (Email) (Phone Number)			
Large Seating Room Capacity			
Meal Pricing			
Side Rooms Available? (#)			
Internet Connection Information Presenter Stand			