

Planning for Success

Before Recruitment Begins

- Update recruitment materials such as brochures and flyers to be sure information is accurate.
- Make a recruitment plan that includes distributing brochures and meeting with community organizations that can refer families to your program.
- Encourage former FACE families to spread the word about what FACE means to them.
- Provide updated information to the school office so school staff will know what to do when interested families call or stop in.
- Agree on the enrollment plan for your site.
 - How many families will you be able to enroll based on the returning families and the families transitioning from home-based programming?
 - How many full-time, part-time, and flex-time adults will you enroll?
 - When can interested families schedule meetings with the adult education teacher so they can understand the full scope of FACE?
- Schedule a Family Orientation to take place before the first day of classes.

Recruitment Throughout the Year

- Stay visible in your community.
 - Distribute flyers with inviting photos.
 - Invite community members to FACE activities.
 - Set up information tables at community events.
 - Publish articles in local newsletters.
 - Prepare and schedule FACE families to tell their stories to community and school groups.
- Plan activities that celebrate FACE and share about the program with potential new families, such as
 - an open house,
 - an accomplishment event for families,
 - an appreciation dinner for school staff,
 - a recognition day for those who have supported FACE, or
 - a graduation ceremony.