



**SOCIAL VENTURE PARTNERS ARIZONA  
PARTNERSHIP RECRUITMENT CAMPAIGN**

**Checklist**

*Revised 031313*

<b>Tasks / Six Months Prior</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Introduce campaign concept to Board	Recruitment & Retention Committee Chair	
Establish campaign dates	Executive Director / R&R Committee	
<b>Three Months Prior</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Identify & recruit campaign chair leaders	ED / R&R Committee Chair	
Identify & recruit team leaders	ED / Campaign Chair / R&R Committee Chair	
Establish & adopt a goal	ED / Board	
Produce SVP AZ partnership roster	ED	
Establish & adopt a campaign calendar	ED / Campaign Chair	
<b>Two Months Prior</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Identify campaign theme	ED / Campaign Chair	
Identify & recruit team members	Team leaders	
Prepare case statement brochure	ED	
Prepare application form	ED	
Establish campaign meeting dates & times	ED	
Begin to development of prospect list	ED	
Develop Campaign Training Manual	ED / Campaign Chair	
<b>One Month Prior</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Establish recruitment meeting opportunities	ED / Campaign Chair	
Finalize teams grid	ED	
Finalize & print collateral materials	ED	
Prepare for Training: -- Compile prospect lists & assign to campaigners -- Agenda -- PowerPoint -- "How To" information -- Teams grid -- Individual solicitation packets -- Organizational material -- Application form -- Fact Sheet -- Decorations for Kick-Off	ED / Campaign Chair	
Continue Prospect Identification	ED	
<b>Kick-Off</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Meet with team members to explain concept	ED / Campaign Chair	

Report team recruitment goals	ED / Campaign Chair	
Conduct training	ED / Campaign Chair	
Refreshments, production & distribution of training materials	ED	
Select team names	Teams	
<b>Report Meetings</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Report on progress and award prizes	ED / Campaign Chair	
Share successes and challenges	Everyone	
Report to campaigners	Campaign Chair	
Send weekly email tips and updates	ED	
<b>Victory Celebration</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Refreshments, prizes, totals	ED / Campaign Chair	
<b>Wrap-Up/Follow-Up</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Thank you notes/letters	ED / Campaign Chair	
Campaign debrief	ED / Campaign Chair	
Campaign follow-up activities	ED / Campaign Chair	
<b>2012 Planning</b>	<b>Who's Responsible</b>	<b>Completion Date</b>
Determine dates for next campaign	ED / Board	