



# Good News Group - Volunteer Recruitment and Volunteer Communication

[updated 4/21/21]

Each congregation seems to have its own way of recruiting Good News volunteers. Smaller congregations may phone “the usual suspects”. Some have email contact lists, some post notices in bulletins or newsletters, post notices on websites and make announcements at services. Some use SignupGenius to let their volunteers sign up on their own. HHHV has a signup system you can use as well.

Regardless of what recruitment looks like for your congregation, here is what happens next.

- **Two weeks ahead of your work day:** Sandy Simon (current GN Volunteer Coordinator) will email you a reminder. The email will include the flyer about the work, the link to the safety video and waiver and other information.
- **One week ahead of your work day:** Sandy will send a 2<sup>nd</sup> reminder, especially if she hasn't heard from you.
- **By the Tuesday preceding your work day:** You send a list of the volunteer names and their email addresses [sandy@triltech.com](mailto:sandy@triltech.com). It is very helpful to HHHV to have that list by Tuesday afternoon, but yes, sometimes the lists have to be late. Please let Sandy know your status – send a partial list or let her know when to expect the list, etc.
- **If it looks like you will be short on volunteers...** email Sandy as far ahead as possible so she can send an alert to the "short notice list" or find another congregation that might help fill out the crew. Sometimes this is not a problem if it turns out HHHV needs less volunteer help that day.
- **Thursday (or so) before your work day:** Sandy will forward on the information from James Hannah at HHHV about the work to be done, hours, any last minute information. Please forward this information to all of your volunteers. Again, let Sandy know if you have cancellations or add-ons so adjustments can be made.
- **Ahead of the work day:** Make sure your volunteers have access to the COVID-19 safety information and ask that they all sign a waiver for the year, if they have not done so... electronic signing is preferred, but hard copy brought to the site is okay.

Note that most resources you might want are available in the Good News section of the HHHV website: <https://www.h4h.org/goodnewsresources>

You can find the PDF versions of the adult and youth waivers, the safety sheet, the work calendar, photos, etc. If there is something else you would like to have available there, send your suggestions.