

Bowdoin Student Government

Recruit/Retain Fact Sheet

Preparation for the Student Activities Fair

These are common questions fielded by people interested in your club.

- What does your club do?
- What events/programs has your organization coordinated in the past?
- What are you planning to do this year?
- What's the time commitment, level of responsibility?

Recruiting members at the Student Activities Fair

- Introduce yourself and make yourself accessible to potential members. Give them your contact information so that they can contact you with questions. Have a memorable conversation with them.
- Provide handouts! First-year students will be inundated with information at the Fair. Help them remember your organization by giving them something to take home.
- This is not a competition for the most signatures! You want to recruit members who will truly be the right fit for your organization.

After the Student Activities Fair/First Meetings

- Send a brief welcome email to prospective members expressing your enthusiasm for their interest in your group and providing them with details about the first meeting.
- Make your first meeting important. If your new members show up to a meeting without any substance they're probably not going to stick around. Have a clear agenda prepared. Discuss your vision for the year, projects that are already in the works, and then ask for feedback from everyone so that new members feel like they have a say.
- Provide refreshments. You can request up to \$50 for meeting snacks from the SAFC.
- Keep meetings brief. Would you return to a club that has meetings that run on?
- Discuss your vision for the year, projects that are already in the works, and then ask for feedback from everyone so that new members feel like they have a say.
- At the second meeting, delegate concrete tasks to new members who have decided to return. Help them feel like they are contributing to the organization!