

SOP for Recruitment

Purpose: Help Gulf Wars departments find volunteers. It's really that simple. This means communicating with the departments that use volunteers and maintaining a physical presence at Gulf Wars to solicit volunteers for these jobs over the course of the week.

Staff

Department Head:

Deputy:

Equipment/Rentals: two tables, 3-4 chairs (though these may already be in the rentals for Volunteer Point since we share the tent (Tables and chairs are included in VP)

REQUESTS FOR GWXXX: full time (24 hour) cart and radio (A cart will be available for check out at watch normally. 24 hour cart shouldn't be necessary)

August - September:

- Reach out to the principle kingdoms to gain help with volunteer recruitment publicity. (Ansteorra, Trimaris, Gleann Abhann, Meridies). Any helpers at this point will primarily be involved in helping to publicize the volunteer info sheet, and generally keep volunteering at Gulf Wars in the public eye.

REQUESTS FOR GW XXX: If you have trusted contact folks already doing publicity, I'd love for them to help publicize the volunteer signup sheet (that helps VP get folks in the system in advance)

October - January:

- Help to publicize Volunteer Information sheet via FB/ mailing lists/announcements at events. Remind folks that if they do not fill it out ahead of time, they'll be doing it onsite, so getting ahead helps them and Volunteer Point.

- Publicize availability of Recruitment for those who do not have set jobs/tasks at war.

- Recruit people to work the table at war

- Publicize for other departments' sign ups (i.e. the online sign up that Exchequer uses)

- Reach out to other departments to see what they will need going forward, suggest online sign ups wherever possible. Troll/Exchequer/Watch all had

online sign ups before GWXXVII and this made a HUGE difference in keeping them covered.

- Full list of departments can be found in Staff Facebook Group and on GW website.

February:

- Remind other departments that they will need to get shift needs emailed to head of Recruitment 1 week before war.
- Talk with other departments to see what shifts/jobs are good for volunteers who are new (i.e. the job is clearly defined and simple to learn) or who are mobility limited (those using carts or are seated duties)
- Publicize for Volunteer Info sheet and other departments as necessary
- Post to FB and lists about double hour shifts

March:

- Print sign up sheets/descriptions of the duties for jobs, organize binders
- Print & laminate one map for use in directing volunteers (and various lost souls)
- One week before war: deadline for dept sign up sheets (created by myself in conjunction with those departments/ through Sign Up Genius/ created by others)

Before opening/on day:

- Set up tables and chairs
- Make sure all sign up sheets are current
- Hang map, signage, set up marker board and chalkboard, set out pens and binders
- Sign up everything you can with folks waiting in line on opening day

Daily:

hours for the day will be 8-5, potential for alterations depending on coverage/worker's needs

If full time radio and cart - pick up cart on opening day, make sure it is serviced daily, pick up radio before opening and exchange radio/batteries at Watch regularly

If daily cart and radio: pick up at opening time, turn in at the end of the day

Inventory what's needed for the day. The person on the cart and the person staying at Volunteer Point with the sign up sheets will be speaking regularly over

the course of the day, and this is a team effort. Ideally, you want coverage for departments until opening time the next morning. Aim to cover as many shifts as possible, but prioritize these: Exchequer/Troll/Watch/Parking/Sanitation.

On the golf cart (Mobile Recruitment): Take the day's needs in a notebook/notepad with you. Cruise the various camps at war, always keeping an eye out for idle groups. Invite those you may see to sign up for a shift. Always keep in mind double and triple hours shifts are a great selling point. Simple jobs are also a good selling point. Sweet talk them. Cheerfully cajole people into helping their war and their kingdom. Don't be afraid to come into camps to ask for volunteers, but remember your camp etiquette and ask permission to enter. Radio in sign ups for watch. Keep in communication with whoever is working the table (by swinging by on your way to the next section of camping).

At the table at Volunteer Point (Stationary Recruitment): Know how to describe the various duties in simple terms. This will help folks who may not have volunteered before feel confident in doing new things. Be able to give directions to people for their shifts. Keep in mind double and triple hours shifts. Be cheerful and welcoming. Keep in communication with whoever is on the cart, as they will be swinging by regularly to make sure double booking is minimal.

After War:

Department head: Put together end of war report: what worked, what didn't, changes and requests for next year. Update this document with that information.