

MATHCOUNTS®

GUIDE C

VOLUNTEER RECRUITMENT

TOP 5 *tips*

3 Train vol- unteers on the most important tasks and processes.

Just like any project you would manage at work, assign roles, ask people to summarize back to you what needs to be done, and check in to ensure things are going well. Do not assume volunteers know how to do something or understand what you need. If possible, write down instructions for volunteers to reference when you are not available.

1

Ask early, communicate regularly, send reminders the day before.

2

Create value, not just work, for volunteers, including leaders.

4

Recruit enough volunteers, including a group to help from the start.

Planning an event is a team effort! Aim to recruit about 10 people to help with planning from the start. For the day of the event, aim to have at least 1 scoring volunteer per school and at least 1 proctor for every 2 schools. For tasks that need to be done quickly, like on-site check-in or passing out giveaways, be sure you have even more volunteers.

5

Ask for help from people attending the event.

Ask teachers, parents or other guests who will be at your event anyway to help out. Just be sure no teachers are proctoring their own students, no parents or teachers are in the scoring room and no participants or guests are unaccompanied in the lab.

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