

Student Recruitment Guide

This step-by-step guide will assist you with volunteer student recruitment for your digital sherpa™ Program.

STEP 1: Identify Colleges/Universities for Student Volunteer Recruitment:

When beginning to recruit student volunteers for your digital sherpa™ Program:

1. Identify the colleges and universities in your local area
 - a. Many students are looking to volunteer locally. This is a good place to start.
 - b. While any student is qualified to be a digital sherpa™ volunteer, health students are often most receptive to this type of volunteer opportunity as many need volunteer hours for their academic requirements and resume.
2. Contact volunteer/service/community engagement departments.
 - a. Staff in these departments may be willing to send an email to their students and or provide you with information about the best way to reach their student population.
 - b. You may use the outreach email template below.
3. Reach out to program directors and advisors about recruitment
 - a. Highlight these benefits for their students:
 - i. Professional volunteer opportunity
 - ii. May be eligible for required service learning/volunteer hours
 - iii. Provides communication experience with older adults
 - b. You may use the outreach email template below.
4. You can also use Patient Empowerment Network's current database of student volunteers to identify students for your workshop.
 - a. Access the student volunteer database [HERE](#).

STEP 2: Reach out to Identified Schools and Universities

1. Find a sample outreach email [HERE](#) to use when reaching out to STUDENTS DIRECTLY.
2. Find a sample outreach email [HERE](#) to use when reach out to SCHOOL FACULTY.
3. Incorporate a survey for students to respond to and gauge their availability
 - a. [HERE](#) is a document with suggested questions for the survey to potential volunteers. Simply input the provided questions into your survey platform of choice (i.e., Google Forms, Survey Monkey, Microsoft Forms, etc.) and incorporate the survey into the outreach email.

STEP 3: Collect Responses from Prospective Volunteers

1. Once you have identified prospective schools and sent the initial email, monitor the survey results to gauge availability and finalize dates for your workshop.
2. HERE is a template to use as an example to keep track of all student volunteers and their information.

STEP 4: Follow up with respondents of survey to verify availability and schedule volunteers for the workshop

1. Goal number of volunteers: at least one sherpa for every participant
2. Once you have identified and confirmed a student volunteer for your workshop session, you can input their information in the Breakout Session Info tab of the provided TEMPLATE

Keep and maintain a list of volunteers to use for future workshops.

STEP 5: Send out Reminder Emails to Students Before the Workshop

1. Send out a reminder email 1 week and 1 day before the workshop with details:
 - a. Make sure to send information about details of the workshop.
 - b. If in-person, make sure to send location and time details.
 - c. If virtual, make sure to send a link for the meeting and time details.

T-SHIRTS:

1. PEN will provide your organization with t-shirts for all Sherpas to wear during the workshop.
 - a. PEN will send a bulk order to your organization to the address provided once given an approximate number of shirts that are needed.

STEP 6: Send a Survey After the Workshop to Gauge the Students' Experience and Collect Data

1. HERE is a survey template for a post-workshop survey. Simply input the provided questions into your survey platform of choice (i.e., Google Forms, Survey Monkey, Microsoft Forms, etc.) and incorporate the survey into your outreach email to students after the workshop.