

# Annual Recruitment Plan

## Procedure

HS	EHS-HB	EHS
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Fill out the form and submit to [ersea@pseesd.org](mailto:ersea@pseesd.org) by the last week of April of the program year. Copy your Family Engagement Coach in the email. Staff may update the plan throughout the program year. Print up-to-date copies and keep in your *Family Engagement Notebook*.

ECEAP
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Copy what you have written in the “Procedures and Strategies” column and paste in ELMS. Staff may update the plan throughout the program year. Print up-to-date copies and keep in your *Family Engagement Notebook*.

**Develop your Annual Recruitment Plan at the same time as your Annual Selection Plan because one will impact the other.**

<b>Center Name:</b>	<b>Program</b>
<b>Program Info:</b> (Check all that apply to <a href="#">this plan</a> ) <input type="checkbox"/> ECEAP <input type="checkbox"/> HS <input type="checkbox"/> EHS HB <input type="checkbox"/> EHS CCP <input type="checkbox"/> FD/FY, Ext Day <input type="checkbox"/> PD <input type="checkbox"/> FSD	
<b>Director Name:</b>	
<b>Completed by:</b>	<b>Title(s):</b>

Procedures and Strategies	How will you accomplish this? (include activities, timeline, and who is responsible for the activity)
Describe your year-round recruitment procedures:	
How do you ensure that you are recruiting and enrolling the children most in need of Early Learning services within your service area?	

# Annual Recruitment Plan

Procedures and Strategies	How will you accomplish this? (include activities, timeline, and who is responsible for the activity)
What strategies do you use to recruit children who are homeless?	
What strategies do you use to recruit foster children and children receiving Child Protective Services (CPS) or Family Assessment Response (FAR) services?	
What strategies do you use to recruit children from families with the lowest income?	
What strategies do you use to recruit children with disabilities?	