

Engaging Monthly Leaders:

These are the steps the 'co-leader host' is responsible for to ensure her Chick Leaders (monthly leaders) stay engaged and understand their commitment. To ensure that monthly Chick Leaders stay committed (and don't bail), begin contacting them...

8 weeks prior to their 'month' reach out with a phone call at 8 weeks and tell them how excited you are that they are going to lead and ask them if they have an idea of what they are going to do. If they have already communicated the idea, ask them if that is what they are still planning to do. Then answer their questions (how many girls we can expect, etc...) and then direct them to the guidelines for leading a month which you have posted on your 'How we Serve' web page. These guidelines should include their responsibility of bringing the volunteers they will need to facilitate their activity/workshop as well as the supplies they need. (If you do not have guidelines on your website for monthly leaders, please email admin@chicktime.com ASAP.

This is critical to help your monthly leaders feel confident... everyone needs a roadmap! Also, ask them to shoot you an email or call if they have any questions after reading through the guidelines or if they would like you to email a copy of the guidelines to them. (**If you are diligent and email your monthly leaders a copy of the guidelines when they originally sign up to lead... by the time you talk to them at 8 weeks out, MOST will have already read the guidelines.) End the call by asking them to confirm their workshop ideas with you in a week but if they need two weeks, that will be fine too. Let them know they can call or email with their workshops. Then tell them that we will use that information to send out an email invitation to your volunteers. Also tell them that they can use the invitation to post at their work, print out flyers to share with neighbors, email it out., etc. The invitation will help them recruit the volunteers they need to bring to facilitate their activity/workshop.

6 weeks prior to their 'month' re-contact the monthly Chick Leader (if she hasn't already contacted you back) and get her workshop confirmations. Share with her that you will run those past the volunteer coordinator and make sure they are approved but that you don't see any issues (unless you do see issues, then discuss them). Make sure she understands it is her responsibility to make sure to bring the volunteers she needs to run her activities.** This is a good time to check in with your volunteer coordinator and ensure the workshops are acceptable... if so, post any updated details on your calendar at chicktime.com. The Chicktime National Organization will use the info on your calendar to create your monthly invite we post on your website and send out to your members. **AT 5 WEEKS OUT, YOUR INVITE IS POSTED IN WORKPLACE FOR YOU TO PROOF. IF YOU SEE ANY INCORRECT INFO, PLEASE RESPOND ASAP SO IT CAN BE UPDATED FOR YOU OTHERWISE, IT WILL GO OUT AS IS. We create hundreds of custom invites every month, please honor our time and do not ask us to change colors or styles. Only typos will be edited. **

3 weeks prior to their 'month' (the Wednesday after your current event) you will see your upcoming invite posted on your website at Chicktime.com. Your invitation will email out to your database that following Friday. We recommend that you text a copy of your invite to your monthly workshop leader and thank her for leading! ** FYI... Chicktime National emails your charity partners a revised copy of your invitation every month so that they can print and share it with the residents and staff to enjoy. You will be copied on this email so that you can reply back and relay how excited you are. **This is also a good time to confirm with your charity partner the number of residents that will be attending the event.

The week before your event, the National Organization will send the invitation as a reminder. This is a great time to check in with your workshop leader via text just to tell her how excited you are that she is leading your upcoming workshop!

The week of your event, the National Organization will send the invitation as a reminder to your volunteers. Remember to make sure that your workshop leader has vital info this week pertaining to Chicktime such as the charity partners address and directions if needed! **This is a great time to check in with your charity partner contact to make sure everything is set for Chicktime day**

During you event (or within 24 hours), post a picture from the event and a short write on your chapter's Facebook page and the National Organization will post it on your website for you. These steps are necessary for ongoing retention of volunteers and volunteer monthly Chick Leaders. If you haven't been facilitating this type of relationship with your monthly volunteers/leaders, it is likely that your monthly leaders are bailing out just a week or two before their monthly event commitment.

Just remember... strategic contact with monthly leaders (chick leaders) is critical prior to their events. BTW... this process is not time consuming... it should take less than 1 hour a month to cover the steps listed here!