

# 2.5 Participant Recruitment Trackers



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| Adapt these forms to keep track of your recruitment efforts.   * Use Part One to document which referral partners send you the most clients. * Use Part Two to document which referral partners send you clients *who are most likely to attend at least one session.* * Use Part Three to monitor your overall recruitment efforts. |

## Part One: Number of Referrals Who Complete a Program Screen, by Source

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| --- | --- | --- | --- | --- |
| Name: |  |  | Last updated: |  |

| **Number of Program Screens** | **Walk-Ins** | **Probation Office** | **Jobs Center** | **Bus Terminal** | **Craigslist Ad** | **[etc.]** | **Total for  the Week** | **Goal for  the Week** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of…(edit sample dates below) |  |  |  |  |  |  |  |  |
| 3/6/2017 |  |  |  |  |  |  |  |  |
| 3/13/2017 |  |  |  |  |  |  |  |  |
| 3/20/2017 |  |  |  |  |  |  |  |  |
| 3/27/2017 |  |  |  |  |  |  |  |  |
| 4/3/2017 |  |  |  |  |  |  |  |  |
| 4/10/2017 |  |  |  |  |  |  |  |  |
| 4/17/2017 |  |  |  |  |  |  |  |  |
| 4/24/2017 |  |  |  |  |  |  |  |  |
| 5/1/2017 |  |  |  |  |  |  |  |  |
| 5/8/2017 |  |  |  |  |  |  |  |  |
| 5/15/2017 |  |  |  |  |  |  |  |  |
| 5/22/2017 |  |  |  |  |  |  |  |  |

## Part Two: Number of Referrals Who Attend the Program, by Source

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| Name: |  |  | Last updated: |  |

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| **Number of Program Attendees** | **Walk-Ins** | **Probation Office** | **Jobs  Center** | **Bus Terminal** | **Craigslist Ad** | **[etc.]** | **Total for  the Week** | **Goal for  the Week** |
| Week of…  (edit sample dates below) |  |  |  |  |  |  |  |  |
| 3/6/2017 |  |  |  |  |  |  |  |  |
| 3/13/2017 |  |  |  |  |  |  |  |  |
| 3/20/2017 |  |  |  |  |  |  |  |  |
| 3/27/2017 |  |  |  |  |  |  |  |  |
| 4/3/2017 |  |  |  |  |  |  |  |  |
| 4/10/2017 |  |  |  |  |  |  |  |  |
| 4/17/2017 |  |  |  |  |  |  |  |  |
| 4/24/2017 |  |  |  |  |  |  |  |  |
| 5/1/2017 |  |  |  |  |  |  |  |  |
| 5/8/2017 |  |  |  |  |  |  |  |  |
| 5/15/2017 |  |  |  |  |  |  |  |  |
| 5/22/2017 |  |  |  |  |  |  |  |  |

## Part Three: Overall Referral Tracker

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| **Responsible Person** | **Referral Source** | **Source Organization** | **Date of First Contact** | **Result  of First Contact and Next Steps** | **Monthly Follow-Up** | **Recruitment Goal** | **Resulting Enrollments** | **Notes** |
| *The person responsible for this relationship* | *The person you got the referral from* | *The name of the organization from which you will recruit* | *The date when you first made a link and how* | *What happened and what’s next* | *Note date each month* | *How many referrals are you trying to get?* | *How many enrollments did you get from this source?* |  |
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