

# Timeline for Recruitment

## *List Phase*

**1. Making the List:** Print out the [Chapter Prospect Chart](#) and pass it out at all chapter meetings and programs. It's every member's job to help recruit! Afterward, add the contact info to your Prospect Google Doc. Set your goals for how many prospects you want for the program, and identify the specific prospects you will reach out to.

## *Contact Phase*

**2. Making the Calls:** Use the [Membership Call Script](#) as a guide when calling, and be sure to fill out the [Weekly Call Chart](#) to keep track of who you're talking to, and when you're talking to them. Make sure that all callers send you their filled-out charts every week.

## *Close Phase*

**3. Making the Prospect Love BBYO:** Make sure all prospects have THE best time ever at your event. Nobody should be left alone for more than eight seconds, and make sure that they feel included. More importantly, make them feel awesome. If you are doing something after the event, invite them!

**4. Making Prospects Members:** Call the prospects no more than 48 hours after the program and follow up. Ask if they had a good time, and remind them how much fun everyone had with them. Now it's time to seal the deal. Use the [Closing Tips](#) to answer any questions and guide your conversation to ask them to officially join. When it comes to b-linked, offer to walk them through the process over the phone, or send them the [Registering for B-linked](#) email guide.

**5. Celebrate!** Congratulations on recruiting new members! Because of your efforts, your chapter is growing and you are giving more people the life-changing opportunity to be a part of AZA or BBG. Keep up the great work, and repeat Steps 1-4 with more names for your next program.