

Foster Parent Recruitment Event Checklist

for foster care ambassadors



Before the Event

- Work with a Children's Division team member to plan a recruitment event
- Select a date: _____
- Select a location/venue (make sure venue has audiovisual capabilities)
- Invite a guest speaker
- Organize refreshments and/or catering
- Organize available recruitment materials:
 - Customize event flyer template
 - Interest Cards
 - Brochures
 - "Getting Started" PowerPoint
 - Welcome video
- Share flyers in community & send to dss.directoroffice@dss.mo.gov to promote on social media
- One week prior to the event, confirm:
 - Location/venue
 - Refreshments and/or catering
 - Guest speaker
 - Test audio visual equipment

During the Event

- Arrive early to set up
 - Set up refreshments
 - Test microphone/speakers (if necessary)
 - Prepare to show welcome video
- Begin presentation with introductions
 - Introduce yourself and thank guests for attending
 - Show foster parent welcome video
 - Explain contents in recruitment packet
 - Introduce guest speaker
- Guest Speaker
 - Offer 10-15 minutes for them to give inspiration, advice, and information
- Prospective Foster Parent Q&A
 - Present "Getting Started" PowerPoint
 - Open the floor for questions
 - Offer closing remarks, thank guests for attending, & remind them to fill out & leave interest card
- Offer a Reception
 - Make yourself available after the event to allow people to ask additional questions