

## Local Recruiting Plan FY \_\_\_\_\_

1. Is a large permanent or portable Adult Education class sign displayed in a visible location near the class site?     Yes     No     NA (not available)
  
2. Have flyers been distributed to announce the Adult Education class to the community?

Date			
Number of Flyers			
Distributed to:			
Schools			
Video Stores			
Laundry Centers			
Convenience Stores			
Churches			
Agencies			
Other			

3. Have posters announcing the Adult Education class been displayed in prominent locations where such announcements are typically displayed?

Date			
Locations:			
Post Office			
City Hall			
Courthouse			
Community Centers			
Public Library			
Other			

4. Have Adult Education "magnet cards" been distributed to all adult learners who attend for twelve (12) hours and Adult Education "mousepads" distributed to all adult learners who attend fifty (50) hours and are retested?     Yes     No
  
5. Have Adult Education class newspaper announcements and/or radio/TV/cable announcements been regularly submitted and published/run?  
 Yes     No     NA (not available)

Dates: \_\_\_\_\_

6. Has a "human interest" or "feature" article about your Adult Education class been published in your local newspaper?  Yes  No  NA (not available)

7. Has Adult Education class site information been submitted to local churches for publishing in their church bulletins and announcement at their services?

Date				
Church Name:				

8. Have all adult learners received a comprehensive adult learner orientation where potential attendance obstacles were identified and addressed?  Yes  No

9. Has a comprehensive audit of the Adult Education class sites learning environment been performed in order to identify and address potential or actual attendance barriers?  
 Yes  No

10. Has a reasonable attempt been made to contact all learners who have stopped attending the Adult Education class in order to determine their reasons for not attending and to attempt to assist them in overcoming their attendance barriers?  
 Yes  No

11. Has the Adult Education teacher arranged an opportunity for the Adult Education supervisor to present an Adult Education or Adult Literacy program to a local group or organization?  
 Yes  No

Date \_\_\_\_\_