



APART

ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM



New Admissions Volunteer Coordinator Guidelines

2022-23

Contact Admissions Office

Admissions Volunteer Coordinators (AVC) are nominated from Notre Dame club leadership and approved by the Office of Admissions.

Training

Please review the training materials for the Admission Volunteer Coordinators. There is specific training for the AVC role, as well as training for volunteers who attend college fairs or make phone calls. Once you have reviewed the materials, please submit the training completion form. Your access to the admitted student rosters will be given at this point. *Note: Current student data is available through the Alumni Association.*

Touch Base with Admission Counselor

Schedule an introductory call with the admission team from your area. They will be able to let you know what type of assistance they may need from you and the club when they travel.

Connect with Former AVC in Club

Take time to talk to the previous volunteer in your club about the following:

- Important college fairs
- Key high schools in your area
- Annual school visits, counselor breakfasts, or other recruiting events
- Amount of AVC/college fair materials typically ordered
- Best methods to contact admitted students
- Your role in admitted student receptions, student send-offs, and other club events

If there has been little recruitment activity from your club in the past, you will still complete many of the tasks above. Because you do not have a previous AVC to guide you, do not hesitate to contact the Admissions Office.

Establish Committee of Alumni and Parents to Assist You

While you are the point-person and leader of the committee, do not be afraid to delegate responsibilities and tasks to group members. The most important thing is not for you to do every single job; the most important thing is that the club covers all events, duties, and responsibilities.

Reach out to different members of the club for assistance, including:

- Young alumni
- Alumni Diversity Board representatives
- Club leadership (president, officers, etc.)
- Parents of current undergraduates

It is a good idea to get in touch with your committee (either by phone, email, or in person) in late July or early August. During this meeting, outline the entire year, your goals, expectations, and activities. Some AVCs throw a pizza party for this meeting; others simply send an email to all committee members.

Many current parents are volunteering to reach out to the parents of new ND students and to assist with attending high school fairs or coordinating yield programs. University Relations has created a parents' networking website: parents.nd.edu.



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