

# Outreach and Recruitment

- Resources:
  - Old gmail account:
    - [ucfrobticsclubnews@gmail.com](mailto:ucfrobticsclubnews@gmail.com)
    - Password: HydrateOrFORTRAN44?!
    - Need to change 2-step verification numbers
    - Used for Canva and some other club account connections.
  - Old outlook account:
    - [robotics@ucf.edu](mailto:robotics@ucf.edu)
    - Password: CentralFlorida24!
    - Even though we don't use it, we still get purchase order details and emails from UCF and UCF staff from here. It's worth checking it once in a while.
  - UCF classroom reservation for outreach events: [Classroom Reservation Form - Registrar's Office](#)
  - Canva has all the presentations I ever made for Outreach and recruitment events or activities so you can use those as templates.
- Position responsibilities:
  - Whatever the president says!
  - Recruitment of members at the start of each semester. You were there for all the recruitment events like Opening Knight so you know. A big chance to get members is by presenting to the Intro to Engineering class taught by Mrs. Sullivan. You can contact her in a couple of weeks before the semester starts to get permission to present in her class:  
[jacqueline.sullivan@ucf.edu](mailto:jacqueline.sullivan@ucf.edu)
  - For recruitment, you can post flyers around campus
  - Ask more professors to present the club in their class
  - Table at the Atrium
  - etc.
  - Organize and attend outreach events. You have also been there for a good number of them so you know how it goes. A good tip is to try and prepare as early as possible.
    - Don't overwork yourself!!!! Don't say yes to every outreach event opportunity. Do 2 to 3 events each semester that are well-planned.
  - Get sponsors and money for the club! Work with the president and other officers to determine what companies and/or grants would be worth pursuing, and work to send emails, create packages, or fill in applications to try and get sponsors or grants.
  - You can set up the Outreach Committee to help you with preparing for events, attending events, recruiting members, and getting sponsors.
- TIPS:
  - Get to know about what each project is doing. This will help you in communicating with companies, and people interested in the club, which is important if you are to

be the spokesperson of the club outside of UCF or within UCF.

- Use the outreach committee as much as possible. Don't try and do everything by yourself! This is a great way to burn out.
- Plan events and activities as early as possible. This will make everything less stressful.

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