

**Initial Recruitment Plan**

**Date:**

**Child(ren)’s name(s):**

**Team members**

|  |  |  |
| --- | --- | --- |
| Title | Name | Role in recruitment |
| Supervisor |  |  |
| Caseworker |  |  |
| Mental Health Provider |  |  |
| CASA / GAL |  |  |
| Caregiver |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Have current caregivers been ruled out as an adoptive placement? [ ] Yes [ ] No

Please explain:

### **Potential contacts from file review**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship | Date of contact | Result |
|  |  |  |  |
|  |  |  |  |
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### **Initial recruitment plan**

|  |  |  |
| --- | --- | --- |
|  | Date completed | Notes/Outcome |
| Meet with caseworker  |  |  |
| First visit with child |  |  |
| Meet with mental health provider |  |  |
| Review file |  |  |
| Meet with caregiver  |  |  |
| Contact GAL |  |  |
| Contact friends |  |  |
| Contact CASA/GAL |  |  |
| Complete assessment |  |  |
| Update photo |  |  |
| Create child profile |  |  |
| Contact faith-based connection |  |  |
| Contact school personnel  |  |  |
| Meet with recruitment team |  |  |
| Create video bio |  |  |
| Contact mentor |  |  |
| Contact other adoption agencies |  |  |
| Other |  |  |
| Comments  |

**Child-focused** **planning**
How will specific information about the youth be included in the recruitment plan (i.e. his/her strengths, challenges, interests, special needs, medications, school functioning, etc.)?

**Child-focused recruitment activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity/idea | Date started | Date completed | Outcome |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Caseworker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recruiter’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUARTERLY RECRUITMENT PLAN UPDATE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may complete the recruitment plan update in narrative format or update the Initial Recruitment Plan.