

## How to Set Up a Recruitment Table

Setting up an NCF informational table can be an effective way to get the word out broadly on campus. Here are some suggestions for how to set up the table.

### *Decide on Location and/or Setting*

- Several popular opportunities for tabling:
  - At orientation
  - In a heavily trafficked area in the nursing school
  - At a campus-wide student activities fair (*Note: This option is more helpful if you are a direct-admit program or if you want to recruit pre-nursing students*)
- **Obtain permission** ahead of time for the table and plan to set up the table at the busiest time of the day

### *Gather Materials*

- Here are the essential materials for a table, much of which can be found at [ncf-jcn.org/nso](http://ncf-jcn.org/nso):
  - **A large poster or banner** with NCF's name prominently displayed
  - **Postcards or ¼-page handouts** with NCF meeting/contact info that students can take with them
  - **NCF materials** such as *Journal of Christian Nursing*, Spiritual Care cards, and/or Bible studies.
  - Candy, cookies, or similar **giveaway items**
  - A **sign-up sheet** for people to write down their contact info

### *Setting up Table*

- To the right is a sample picture of how you can **lay out a table** (but do add some candy to the display!)

### *Running the Table*

- **Invite people over to the table;** don't just wait for them to come! Say something like, "Can I share with you about NCF?" or "Have you heard about NCF before?"
- **Be ready to explain NCF.** Undoubtedly, people will ask, "What is NCF?" We recommend answering the question in two parts:
  - Share about your NCF chapter in one sentence. "NCF is..."
  - Then share about how NCF has impacted you. "I love NCF because..."
  - When you do so, you both answer the practical questions as well as give a compelling reason why they should join!
- **Know what you are inviting people to.** Often, that will be your first NCF meeting or a social gathering. Be clear about what they should come to and make sure to give them a postcard or a flyer with that information on it!
- **Ask them to sign up.** If they show any *tiny* bit of interest, ask for their contact info! You can say something like, "Would you mind giving me your contact info so we can let you know about future events and meetings?" Then, ask them to write their info down on the sign-up sheet.



### *Following Up*

- **Contact people within 48 hours.** Try to send an e-mail/text or give a call to anyone who signs up at the table within 48 hours. You can thank them for stopping by, introduce yourself, and remind them about the next meeting or event.