**ASSISTANTS… THE NEVER-ENDING FRUSTRATION**

1. Tools of the Trade

*Jot down 3-5 ideal qualities of a good assistant—what you look for:*

1.
2.
3.
4.
5.

1. Goals

*Jot down a few goals for your assistants:*

*
*
1. Finding Assistants
	1. Use SCR when possible.
	2. Friend I know personally who would be good.
	3. Interview people who reach out to me.
	4. Check nearby homeschool groups for Sonlight users and have Judy check to be sure they are “real” Sonlight users.
	5. Friend-of-a-friend referral.
	6. Notice people who have good advice on the forums and private-message them through forum software.
2. Assistant Information

*Keep good records of possible assistants so you can find the information when you want it. When the event is over, make good notes so you know whether to ask them back, what capacity they can serve, perhaps mentor them better during the year.*

Sample of spreadsheet to keep assistant information:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event | Name | Address | Phone | Email | Event | Shirt size | Notes |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Screening

*Once you find people, how do you screen to be sure they are the right one for the job?*

* 1. Email Questions *(Samples included on another page.)*

*Jot down a few ideas:*

* +
	+
	+
	+
	1. Phone Interview
	+ Ask them some of same questions above.
	+ Are they articulate and animated in speech?
	+ Do they have a passion for Sonlight?
	+ Do they seem teachable?
	+
1. Retaining
2. Training
	1. Tell them to read the catalog and be familiar with changes.
	2. Ask them to read the “What’s New?” section at the back of the catalog.
	3. Send them training documents. *(Samples included in this notebook and on the wiki.)*
	4. Give them a tour of the booth before event starts.
	5. Tell them our expectations for them, what our goals are:
		1. Where do you want them to work? Rotating? Zone? Front table?
		2. What about housing, food, clothes, pay?
	6. Brainstorm some ideas: