

Planning a Community Service Event Project Leader Checklist

Before the Event:

- Meet with staff or Change Corps student leaders in Riley 216 to discuss your interests and get connected to a community-based organization.
- Contact potential community partners by phone.
 - Introduce yourself, explain your goals, discuss the needs of the organization, agree on time, date, project location, number of volunteers, on-site representative/contact, and request on-site orientation
- Create publicity & begin student recruitment. Facilitate online or paper sign-ups.
- *For National Days of Service* - If transportation is needed, contact Riley 216. We will coordinate van rentals, but you must provide a certified driver.
- Purchase or check-out project supplies from Riley 216.
- Confirm by e-mail with all volunteers the details of your event 2 days beforehand. Include any special clothing needed (e.g. paint clothes, closed toe shoes etc.), meet-up location and time, how you will be transporting volunteers to the site, and the location of the site. *Helpful Tip: Text your volunteers the night before your event.*
- Confirm details with community partner 2 days before event.
- Plan your reflection activity to make meaning out of the service. *We can help!*
- If you are renting a van, come pick up your keys the day before the event in Riley 216 or make arrangements to pick up directly through facilities.

Day of Event:

- Arrive early to kick off event or meeting location.
- Bring cell phone, sign-up sheet, camera, project supplies, forms and nametags, directions to your site, contact information for your project, and reflection materials.
- Have volunteers sign-in and complete necessary liability waivers/photo release.
- If you are renting a van, fill out the passenger manifesto before you leave for the service site.
- Arrive to the site on time and introduce yourself to the organization contact. Ask them to provide a brief overview of the organization, the project, and the location (restrooms, water, place to store belongings, etc.).
- Ensure participant safety and respect for the site, one another, and community partner staff and clients.
- Serve AND Learn! Facilitate your planned reflection so you can understand the meaning of your service to the community and how it's changed you.

After the Event:

- Clean out and return vans, return keys and completed paperwork in drop slot at facilities. *Please help us keep service affordable! Avoid penalties and fees.*
- Turn in Project Evaluation Form and Sign-Up Sheet to Riley 216
- Drop off photos to Riley 216 in CD or USB format.
- Write thank you note to Community Partner. Drop off in Riley 216. *We'll mail it for you!*
- Write thank you e-mail or note to all participants.
- Tell your story! Publish the story with photos in your next newsletter, at your next meeting, on a bulletin board etc. and to <https://www.facebook.com/LinfieldChange>
- REPEAT!