

Agency Volunteer Coordinator Pre-Project Checklist

August 31, 2016

Nothing makes a volunteer project more successful than being prepared! Make sure your project is a success by running through this quick pre-project checklist.

- Complete a project site visit with your Day of Caring **committee member in April or May** to review your project needs. Include supplies you can't provide, dumpster requests, and any anticipated concerns.
- Complete a project site visit with your **Volunteer Group Project Leader in June**. This will help them understand the scope of your project, decide if they are able to provide supplies/financial support (*please remember we do not require volunteers to provide in-kind or monetary donations for Day of Caring*), and to review your expectations for their volunteers.
- By August, verify you have all the supplies** you will need to complete your project.
- Review project details** with your Volunteer Group Project Leader two days before Day of Caring
 - Re-review details discussed at your project site visit such as: dress code, if the project is inside or outside, if the company has the supplies they agreed to provide, if they need to bring their own refreshments, special directions, where to park or if it's better to carpool, etc.
 - Don't forget to confirm project details including: **time of the project, final number of volunteers attending, contact information, and where to check in.**
- Have your project team **attend the kick-off breakfast!** All volunteers and project support teams are encouraged to join in the festivities to get excited about this day of service. Breakfast and entertainment will be provided. Local television and radio stations cover this event, so be sure to wear your organizations t-shirt and represent!
- When your volunteers arrive, **be sure your staff and clients know to expect them** so you can **provide a warm welcome.**
- Provide a brief orientation for your volunteers** so they have a clear understanding of what they will be doing, how their work connects to UWSL and Day of Caring, and any rules your organization has that apply to their project.
 - Don't forget to let volunteers know if you have specific policies regarding taking photos, posting their location on a social network, or interacting with your clients.
 - Make sure you review any specific safety concerns (using required safety equipment, dangerous/hazardous conditions, etc.) with volunteers before they start working.
 - This is the perfect time to cover any housekeeping items like restroom location, drinking fountains or water availability, and how they can find you during the project if you will be in multiple locations or if the project site is spread out.

- ❑ **Be prepared** in case of an emergency! You and your staff should know what to do if a volunteer gets hurt or needs medical attention during a project. It's smart for your key people to know things like the location of fire extinguishers, location of first aid kit(s), if anyone is CPR/First Aid certified, and the closest hospital/quick care to your location.
- ❑ Make sure you **take pictures** of your project before, during, and after. Volunteer groups love when you can share pictures or thoughts about how their service supported your organization. Please send all photos to events@uw.org or share them on social media ([Twitter](#), [Facebook](#), [Instagram](#)) using **#BecauseICare**, **#liveunited** and **@uws1** so our team can like and share your photos!
- ❑ **Thank the volunteers when they leave.** Make sure all the volunteers know the impact their work had on your organization and how they volunteer in the future.
- ❑ If you have any feedback about your project, the volunteer group, the kick-off breakfast, or anything else please send your comments to heather@uw.org or complete the post-DOC survey that will be sent to your Project Leader via email.
- ❑ When individual volunteers or your volunteer group returns to participate in additional service projects please contact Alison Cundiff to let us know that volunteers we matched with your organization on Day of Caring are volunteering again. We love a good success story!

If you have any questions or concerns please contact Heather MacDonald, UWSL Volunteer Engagement Director at heather@uw.org or 801.736.7715 or Alison Cundiff, UWSL Corporate Volunteer Engagement Coordinator at Alison@uw.org or 801.736.7726.