

Agency Volunteer Coordinator Pre-Project Checklist

September 10, 2015

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 May or June** to review your project needs including supplies you can't provide, if you need a dumpster (and what will be put into the dumpster), and any anticipated concerns or requests
- Complete a project site visit with your **Company Project Leader in July or August** so they understand the scope of your project, can decide if they are able to provide supplies/financial support (please remember we do not require Companies to provide in-kind or monetary donations for *Day of Caring*), and to review your expectations for their volunteers
- By September verify you have all the supplies** on hand you will need to complete your project
- Review your project details** with your Company Project Leader 2 days before *Day of Caring*
 - Include details like 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.
 - Re-review project details including **time of the project, number of volunteers attending, your contact information for the day of, where to check in** (if applicable), and **any specific rules** your organization may have regarding contact with clients, taking pictures, etc.
- Have your project team **attend the kick-off breakfast!** All volunteers and project support teams are encouraged to join in the festivities to start the day off right. Breakfast and entertainment will be provided. Local television and radio stations cover this event so be sure to wear your organizations shirt and represent!
- When your volunteers arrive **be sure your staff and clients know to expect them** so you can **provide a warm welcome**. Make sure every volunteer signs in on the **Volunteer Project Sign-in Sheet** provided by your *Day of Caring* committee member
- 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's work 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 during the project
- ❑ **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. Companies 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 **#doc2015**, **#liveunited** and **@uwsl**.
 - ❑ **Thank the volunteers when they leave.** Make sure they know the impact their work had on your organization and any ways they can continue to volunteer through UWSL in the future
 - ❑ **Send your completed Volunteer Project Sign-in Sheet** to rachel@uw.org or via fax at 801.736.7800 once your project is complete, but no later than Friday, September 18, 2015 so we can track the actual volunteer attendance and hours for *Day of Caring*
 - ❑ If you have any feedback (positive or negative) about your project, the company, individual volunteers, *Day of Caring*, the kick-off breakfast, or any other facets of the day please send your comments to heather@uw.org no later than Friday, September 18, 2015 for integration into our 2016 planning process
 - ❑ When individual volunteers or your company 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 coming back. We love a good success story!

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