

Agency Volunteer Coordinator Pre-Project Checklist

September 14, 2017

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. Include supplies you can't provide, dumpster requests, and any anticipated concerns.
- Complete a project site visit with your **Volunteer Group Project Leader in July**. 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. It's best to coordinate anything that is being delivered to arrive at least the day before, if not further in advance, if possible. Vendors may say they can deliver by 8 a.m. but if they get even a little behind your 9 a.m. group of volunteers could be standing around without anything to do. Don't risk not having the tools and supplies you need for your volunteers. Order early and have everything delivered in advance.
- Re-review project details** with your Volunteer Group Project Leader two or three 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.**
- If it's not obvious where the volunteers will be working or where your main entrance is, consider **putting out signage** welcoming the volunteers and directing them where to go. Make sure signage is bold and clear enough to read from a passing car.
- When your volunteers arrive, **be sure all your staff and clients know to expect them** so you can **provide a warm welcome**. If volunteers will be working in classrooms or with clients make sure teachers and staff know how to welcome the volunteers, what they will be doing, and their role in the process.

- ❑ **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 **#BeAForceForGood** and **@uwsl** so our team can like and share your photos!

- ❑ **Be sure to provide clear direction** for what you want to see accomplished! Volunteers usually want to complete a job to meet your needs but if they aren't clear what the finished job is supposed to look like it can be confusing for them or they may complete the job wrong. Simple directions like specifying what weeds to pull or where to plant items can help volunteers be effective. If volunteers are working in a classroom providing them clear direction if they are in charge or if the teacher will introduce them and give direction is critical to the volunteers having a positive experience. **Remember, you and the group coordinator may know all the details but individual volunteers may not.**

- ❑ **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, 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 Kenzie Knight 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 Senior Director of Volunteer Engagement at heather@uw.org or 801.736.7715 or Kenzie Knight, UWSL Volunteer Engagement Coordinator at MacKenzie@uw.org or 801.746.2560.