

How to Host a Volunteer Project!

1. Work with school staff and administration to **identify meaningful projects** that already need to be done in your school and how volunteers can support them. These can be one-time projects or ongoing projects.
 - a. When you're brainstorming projects:
 - i. Does this support an academic outcome? Ideally, a project supports an academic outcome that aligns with your school-wide goals.
 - ii. What tools or trainings would volunteers need to successfully complete the project?
 - iii. Is there a point person at school that can manage the volunteers?
 - iv. How many volunteers would be needed to complete the task?
 - v. Could this project take place virtually? If not, are you able to follow all current CDC, state, and local safety guidelines for COVID-19?
2. **Submit your volunteer request** with as much detail as you can through [this link](#). We can always add more or change things after you've submitted it! We recommend submitting as soon as you know you'd like volunteers. We ask you provide at least two weeks of lead time on any request, but more is helpful!
3. **Start finalizing details and writing up a Run of Show** - who will be doing what when and are there any supplies or directions they need.
 - a. [Here's a Run of Show template](#).
 - b. Make sure to order any needed supplies well in advance to make sure they arrive on time.
 - c. While you're doing that, UWSL staff will be busy building a sign up page, recruiting, and training volunteers if needed.
4. The **week before the volunteer event**:
 - a. Make sure you have all the supplies organized, your Run of Show finalized, and you've given any staff reminders especially any teachers that will be participating in the volunteer event.
 - b. All volunteers that sign up through Golden will receive a reminder email one day before the event and a thank you email after the event.
 - c. We'll be sure to send you updates on the number of volunteers recruited leading up to the event. It's always good to have a back up plan in case you have too many or too few volunteers.
5. **Day of the event!**
 - a. Do any final reminders to staff and teachers who are supporting the volunteer event.
 - b. Welcome volunteers and check them in via the Golden link UWSL staff sent you the day prior.
 - c. Provide an overview of the project volunteers will be doing, why it's important, a little bit about your school, and specific direction for the project. If you have the time, we encourage you to take the volunteers on a mini tour of your school.
 - d. Make sure to let volunteers know about any school specific rules, remind them that they are not allowed to take photos on a personal device, and point out where the bathrooms are.
 - e. Check in with volunteers throughout the project, especially if they are at multiple locations around the school. Make sure to have a school staff person with each group and a way they can easily communicate with the person in charge of the project with questions.
 - f. At the end of the project, bring the group of volunteers back together, thank them for their time and share with them the impact they had.
 - i. Take a group photo!
 - ii. If you have a flyer or handout of how they can stay involved, feel free to give that to volunteers as they leave.