

Day of Project Timeline

1-3 hours before the Project

- Wear your project t-shirt
- Review the day's activities. Confirm your task and project priority list.
- Deliver any final supplies and materials to the site.
- Arrive at the project site at least one hour early to prepare.
Volunteers often arrive early and may throw off your set-up plans!
- Meet your contacts at the project site, and make sure that they are prepared to give a brief overview of their organization and how the project will benefit the organization and community.
- Unpack supplies, and make sure that tools are available and ready.
- Have all tools and materials ready and waiting at the location where a particular task will take place.
- Take "before" photos.
- Arrange any handouts, nametags, and volunteer sign-in sheets.
- Post any necessary signs, such as those to welcome and direct volunteers.
- Designate stations for tools, refreshments, and any other stations needed.
- Start the project.
- Welcome volunteers.
- Ask volunteers to sign in, fill out any necessary forms (such as photo release forms) and take a nametag.
- Gather volunteers together to thank them for participating and introduce yourself and project partners.
- Welcome and introduce volunteers.
- Give a brief orientation, including an overview of the project and its importance.
- As the organization contact person to spend a few moments talking about the mission and history of the organization and how the project will affect the community, organization and the people you are serving.
- Go over the agenda for the day, discussing the schedule and tasks and reminding volunteers that you will have a brief time for reflection and evaluation at the end of the project.
- Review safety procedures.
- Set a goal for the first half of the project.
- Assign tasks. Describe each task to be completed. Introduce the task leader (or assign leaders if necessary). Assign volunteers to the

different work areas, making sure that each task has the correct number of volunteers and that each volunteer feels comfortable and prepared to complete the task.

- Distribute tools and supplies. Remind volunteers of the safety procedures.

Throughout the Project:

- Be a leader!
- Know your outcome, and convey it to the volunteers.
- Be organized and delegate work to volunteers. Keep the project on schedule.
- HAVE FUN and encourage volunteers to enjoy the service, too.
- Give positive reinforcement.
- Be a public relations agent for your project with volunteers, the organization contact person and the community.
- Take pictures.
- If the volunteers take a lunch or refreshment break, encourage them to interact with each other, especially people they may not know. Take this time to give an update on the day's progress and go over the schedule for the rest of the day.
- Thank volunteers.

Before the End of the Project

- Be sure to start clean-up efforts at least 30 minutes before the scheduled end of the project. Encourage volunteers to help with cleaning up the area.
- Lead a reflection activity or discussion with all volunteers. Encourage everyone to examine their service and what it meant to them personally.
- Ask volunteers and partners to complete an evaluation.
- Thank volunteers and remind them to log their hours in HP VolunteerMatch
- CELEBRATE!

Before You Leave the Project Site

- Take "after" photos.
- Have a final debrief with the agency/school contact.

- Survey the site to make sure you are leaving it better than you found it. Make sure that all of the trash is picked up, lights are turned off and the building is secured, if needed.
- Assess any follow-up work that is needed.

Immediately after the Project:

- Set a follow-up meeting with project leaders for the next week.
- Assess the work completed.
- Complete an evaluation as the volunteer leader.
- Review results from the evaluations collected at the project.
- Remember to gather and record any anecdotal evaluation (i.e., stories shared during reflection and observations made during the project).
- Confirm project attendance and calculate total volunteer hours contributed.
- Determine if the needs of the organization were met. If there are any unmet needs, discuss how and when they will be addressed.
- Identify how to improve the project next time.
- Send follow-up correspondence to volunteers or host a recognition event for them.