1) Prep (February – March)

- CHOOSE A PROJECT
  - Identify a volunteer organization or community partner.
    » Consider issues/community needs you feel passionate about
    » Establish a contact at the organization and discuss ideas
    » Consider what equipment/supplies you will need?
    » How many volunteers will you need?
    » Are there accessible restrooms?
    » Is there plenty of parking?
    » Is there an age requirement - are the activities appropriate for kids?

- Key Requirements:
  » Project participation must be FREE OF CHARGE
  » Participants should not be required to bring meals or supplies
  » Fundraising for project is prohibited
  » Liability Waiver Forms - All volunteers are required to sign one!

- SUBMISSION DEADLINES
  - Project submissions open in late February
  - Submit project online by early March
    » If we need more information on your proposed project our BTF staff will reach out to you.

2) Prep (March – mid April)

- RECRUITMENT
  - Use your own networks to reach out to Stanford Alumni (non-Stanford participants are also welcome!)
  - Use social media and emails to promote your project
  - SAA can help! We use a variety of resources to publicize all BTF projects.

- REGISTRATION
  - All BTF projects and participants (including friends and family) are REQUIRED to register through the Beyond the Farm registration system.
  - Project leaders can monitor volunteer registration, adjust project scope and other details through their project page.

- Confirmation email to participants
  - Your email confirmation should include:
    » Schedule
    » Location and parking options
    » Appropriate attire
    » Age requirements (if any)
    » List of items participants should bring (recommended clothing, water, snacks for themselves...)
3) Last Prep Details (Mid April – May)
- CONFIRM ALL PROJECT DETAILS WITH COMMUNITY PARTNER
- Send reminder/update email communication including contact info and final project details
- CREATE A CONTACT LIST OF ALL PARTICIPANTS
- PUT TOGETHER A PROJECT LEADER PREP KIT, INCLUDING:
  - First aid kit
  - Sign-in sheet and pens/markers
  - Signage and poster board
  - Name tags
  - Extra waiver forms

4) Day of Service
- MORNING PREP
  - Arrive early and have all prep materials ready BEFORE volunteers show up
  - Sign in volunteers, hand out name tags and any other pertinent info
  - Collect all completed waiver forms
- WELCOME AND ORIENTATION INCLUDING:
  - Project site information
  - Outline of schedule and duties
  - Safety guidelines
- WAYS TO MAKE THE DAY MORE MEANINGFUL:
  - Post photos to social media using the hashtag #BeyondTheFarm and tag @StanfordAlumni
  - Provide opportunities for participants to connect with each other and the organization to stay informed and involved in the future.

5) Post Beyond the Farm (May)
- Send a thank you email to participants including summary of group's accomplishments
- Send project photos (no more than 5 per project) to myphotos@stanford.edu or beyondthefarm@stanford.edu and encourage participants to do the same!