Project Leader Timeline and Checklist

February - March

☐ Identify a community partner
☐ Establish a contact at the organization and discuss project ideas

  Key Requirements for Projects:
  ▪ Project participation must be free of charge
  ▪ Participants should not be *required* to bring meals or supplies
  ▪ Fundraising for project is prohibited
  ▪ All volunteers are required to sign Liability Waiver Forms

☐ Make an initial project planning visit to the site and determine:
  ☐ Scope of project: including start and end time and tasks
  ☐ Volunteers: # of volunteers needed, things they need to wear or bring, including water if applicable, restrooms, parking/public transportation, accessibility for persons with disabilities, appropriateness for children
  ☐ Equipment and supplies: What do you need? Who is responsible for securing it?
  ☐ Training: Do volunteers need special training? If so, who will give it?
  ☐ Submit **completed project request** online by **March 8**

March - April

☐ Recruit volunteers through the SAA website and your own channels (word of mouth, email, social media)
☐ Recruit task leaders to lead small groups of volunteers if you have a big project
☐ Send confirmation email to volunteers who sign up for your project within 3 days of their registration (see sample in the Communications Guide.)
☐ Continue working on project plan
☐ Create a timeline for the day; confirm that a community partner will provide background/context for service on site the day of the event
☐ Secure equipment and supplies if you are responsible for them
☐ Work with community partner to establish contingency plans in case of inclement weather, or if more or fewer volunteers attend

April 1 - 21

☐ Send project update email to volunteers (see sample email in the Communications Guide)
☐ Outline a safety plan (first aid kit, exact site address to give to emergency responders, evacuation route and meeting place), and assign a point person for safety on the day of the project
☐ If you have task leaders, make sure they are comfortable leading their task
☐ Make a site visit to review project plan with agency contact. Be sure to confirm location of volunteer parking, sign-in table, first aid kit, restrooms, and project tasks

April 21 - 26

☐ Confirm project details
☐ Create a contact list of your project volunteers
☐ Create talking points for welcoming, orienting and thanking volunteers/community partner
☐ Confirm all equipment and supplies on site
☐ April 24 – send reminder email to volunteers (see sample email in the Communications Guide)
☐ Pack a project leader kit, including: first aid kit, sign-in sheet, extra waivers, signage, name tags, pens/markers, tape, poster board, camera, speakers or music player or music to create a fun, energizing atmosphere, if appropriate

April 27 (Day of Service)

Before the project starts

☐ Deliver any final supplies/materials
☐ Go over day's activities with agency contact and task leaders
☐ Take 'before' photos
☐ Post any necessary signs (e.g. parking, restrooms)
☐ Designate stations for sign-in, first aid, refreshments, tools, etc.

Starting the project

☐ Sign in volunteers, hand out nametags, collect waivers
☐ Welcome volunteers and introduce community partner
☐ Give brief orientation including overview of project and its importance
☐ Give community partner representative a few minutes to provide background/context for service
☐ Go over agenda for the day
☐ Review safety
☐ Assign tasks

**During the project**

☐ Be organized and delegate work to volunteers. Keep project on schedule.
☐ Have fun...and volunteers will too! Be encouraging.
☐ Take lots of photos!
☐ When posting photos to social media, please include the hashtag #BeyondtheFarm. On Twitter, please also tag @StanfordAlumni.

☐ Take a group photo of all volunteers! (You can send this out with your thank you email after the event.)
☐ Encourage alumni to interact with one another and meet new people
☐ Encourage reflection and thank volunteers

**Before the end of the project**

☐ Start clean-up efforts at least 30 minutes before the end
☐ Thank volunteers and community partner

**Before you leave the site**

☐ Take ‘after’ photos and send a few of your best photos to myphotos@alumni.stanford.edu
☐ Have a debrief with community partner contact
☐ Make sure everything is cleaned up
☐ Assess any follow-up work needed, discuss with community partner contact

**April 29- May 30**

☐ By April 29: Send thank-you email to volunteers (see sample email in the Communications Guide for what to include)
☐ By April 29: Send thank you to community partner
☐ By May 8: Send photos, waivers and volunteer stories to SAA
☐ By May 25: Send attendance information to SAA
☐ By May 30: Complete project leader evaluation. SAA will send a link to an electronic survey