This timeline should help provide context for the program and keep you on track as you plan, recruit for and execute your project.

February - March 2013

☐ Identify a community partner
☐ Establish a contact and discuss project ideas
☐ 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 food/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 29

March - April 2013

☐ Recruit volunteers through your own channels and/or the SAA website
☐ Recruit task leaders to lead small groups of volunteers if you have a big project
☐ Confirm volunteers (see sample email in the Communications Guide for what to include)
☐ Continue working on project plan
☐ Communicate with volunteers if they are expected to bring their own refreshments or lunch
☐ Create an agenda for the day
☐ 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 15-30

☐ Send update communication to volunteers (see sample email in the Communications Guide for what to include)
☐ 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 note location of volunteer parking, sign-in table, first aid kit, restrooms, and project tasks

May 1-17

☐ Confirm project details
☐ Create a contact list
☐ Create talking points for welcoming, orienting and thanking volunteers/community partner
☐ Confirm all equipment and supplies on site
☐ May 16/17 – final communication with volunteers (see sample email in the Communications Guide for what to include)
☐ Pack a project leader kit, including: first aid kit, sign-in sheet, extra waivers, signage, name tags, pens/markers, tape, poster board, camera, CD player or music to create a fun, energizing atmosphere, if appropriate

May 18 (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
May 18 (continued)

During the project
☐ Be organized and delegate work to volunteers. Keep project on schedule.
☐ Have fun…and volunteers will too! Be encouraging.
☐ Take photos
☐ If volunteers take a lunch/snack break, encourage them 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 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

May 18-June 1
☐ By May 20: Thank volunteers (see sample email in the Communications Guide for what to include)
☐ By May 24: Send thank you to community partner
☐ By May 31: Send attendance information to SAA
☐ By May 31: Send photos, waivers and volunteer stories to SAA
☐ By June 1: Complete project leader evaluation. SAA will send a link to an electronic survey