

Volunteer Checklist

Communicating effectively and frequently with the project coordinator will better prepare you for a productive and FUN service project, minimizing the potential for unpleasant surprises when you arrive on site.

After receiving a confirmation of your project choice from United Way, contact the agency project coordinator immediately to introduce yourself, to confirm the project's details, and to arrange a site visit.

Confirm:

- The time your team should arrive at the project site
- Supplies required of your team
- Supplies that the agency will provide
- Appropriate clothing
- Skills necessary (especially for construction projects)
- Directions to the project site (not necessarily at the agency)
- How long it will take to get there (especially for the outlying counties)
- Parking details (should you carpool?)
- Food arrangements (Who provides snacks, lunch, drinks?)
- Bathroom facilities (for outdoor projects)
- Rain plan (Will your project take place if it's raining? Will you reschedule? How should the agency coordinator contact you if it is raining in the morning? How will you inform your volunteers?)
- Nametags provided by the agency
- That the agency's insurance covers volunteers during your project
- If necessary, when to sign waiver-of-liability forms
- Whether or not the project coordinator will attend the Kickoff Breakfast Rally and how you will recognize him or her
- A time that you can visit the project site prior to the Day of Caring
- Other details?