

Communicating With Your Agency Project Coordinator

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 coordinator contact you if it is raining in the morning?)
- 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?