



PROJECT DAY CHECKLIST

1. Verify that all materials and tasks are ready prior to volunteers arriving.
2. Welcome and register all volunteers.
3. Have nametags for all staff members and volunteers.
4. Present brief organization and project overview, including the impact of the project.
5. Motivate and manage volunteers; make sure each volunteer has a task to complete.
6. Manage the volunteers' time for effective service.
7. At the halfway point, ask if there is too much or not enough to do.
8. Prioritize tasks; complete the most important jobs first.
9. Have back-up projects available for extra work.
10. Monitor safety.
11. Don't get wrapped up in doing the work; be available for answering questions and troubleshooting.
12. If possible, take photos.
13. Clean up.
14. Reflect and evaluate.
15. Thank volunteers and inform them of future volunteer opportunities.