Volunteer in Your Community

The following tips may be helpful as you organize your volunteer activity.

1) Communication
   a. Decide how you would like your volunteers to register. If you ask volunteers to register online, remember to have on-site registration available for volunteers to register the day of the event.
   b. Contact your volunteer agencies as early as possible in advance, as well as the day before and the day of the event.
   c. Make sure volunteers know about attire, check-in times and location.
   d. Communicate with volunteers and agencies if there are changes in the event due to weather.

2) Transportation
   a. Decide if you are going to provide bus or van transportation to the site. It may also be helpful to set up a car pool with registration.
   b. Make sure you have check-in at a location with plenty of free parking, if possible.
   c. Post directions on your online site or make sure to have directions available at the check-in site.

3) Logistics
   a. Make sure volunteers stay hydrated by having water available.
   b. Take a first-aid kit to every site.
   c. Provide nametags for volunteers.
   d. Check with the agency you’re working with to see if a waiver is needed for your location. If you are providing transportation, it is highly suggested that you have a waiver for your group.
   e. If the volunteer location needs tools or supplies, make sure to have them ready the day before the event. Ask the agency you’re working with if you need to bring any tools or supplies such as work gloves, safety goggles, hammers, tools, etc.
4) **Oversight**
   a. Assign leaders to different sites to answer questions and help remind volunteers to stay hydrated and safe.
   b. Provide clear instructions to leaders. Make sure the site leaders know their role. You may want to have a meeting before the event to go over logistics.
   c. Make sure all the leaders arrive at the site before volunteers.

5) **Publicity**
   a. Use social media along with traditional media to advertise and celebrate your event.
   b. Send out a press release to local newspapers and television and radio stations about the event.
   c. Take lots of pictures and send several of them to the Day of Service email address.