

PREPARATION CHECKLIST

Use these simple steps to make the experience a success for volunteers!

LoveOur Schools Day is finally here, so make sure to take care of any last-minute items before the volunteers begin to show up. An easy way to show appreciation for the volunteers is to provide donuts and water for them - maybe a community partner can do this or the PTA. Love Our Schools Day is also a great time to introduce yourself to community members and share more about your school, so take advantage of this opportunity.



Organize

File district paperwork in advance and invite project leaders to plan and setup. Write out the individual projects on poster boards so that everyone can easily see what their project is and come back to it when they have questions.



Welcome

Create a welcoming environment that makes people feel celebrated and needed! Make sure the entrance is easy to find and that someone is there to greet volunteers as they arrive!



Food, Water, Food

Food and water are essential to a positive volunteer experience. People will remember the donut, the coffee, the water - the tacos or pizza - and these provisions will build a celebratory environment. Plus, these perks will incentivize volunteers to come again!

Host Checklist

PRE PLANNING:

- Plan for food and water** -allocate some of the shared project resources
- Clearly mark entrance** and place signs in the parking lot
- Use posters to designate projects** and clarify the who, what, where, when, why
- Gather supplies and tools** that the school or partners are providing (label if needed)
- Work with Facilities Manager** to get campus volunteer ready (A/C doors, etc.)

MORNING OF:

- Make sure bathrooms are available** and clearly marked
- Set out any food or water** being provided
- Greet volunteers** as they arrive and have them sign in
- Connect volunteers** to their project leader
- Take and post pictures** of work being done and a team picture of all the volunteers