

## Team Leader Project Preparation Checklist

This guide is designed to give volunteer Team Leaders the tools and information they need to lead the most successful volunteer group project possible. These tips and suggestions are tried-and-true - we hope you find them helpful!

### Six Weeks Before

Connect with the Nonprofit Project Coordinator(s) at the nonprofit(s) where you will be volunteering to touch-base and discuss the details of the project.

- Confirm the number of volunteers you will recruit. If the number in your group changes, it is very important to communicate this to the Nonprofit Project Coordinator.
- Discuss making a site visit prior to the project, if possible. This will help you understand the project better so that you can recruit volunteers more effectively as well as avoid any unexpected issues. See below for more information.
- Discuss how the day will flow, including breaks for snack/lunch (if appropriate). Be sure to ask that the Nonprofit Project Coordinator plan on a short orientation (10 minutes) to the agency and how the work your group will be doing will further its mission.
- Discuss directions to project site and instructions for parking.
- Make sure any materials and tools necessary to complete the project will be on-hand or are in the process of being acquired. Put this in writing.
- Set a date for materials to be at the site.
- Give the Nonprofit Project Coordinator your contact information for the day of the project in case it becomes necessary to contact you regarding any changes.

### Make plans for communicating with your volunteer team members to review and determine:

- Volunteer assignments: purpose/mission of agency; scope of project; when and where to meet; how to dress; what to bring;
- Who will be the point person for each task, if your project has multiple tasks;
- If any of your team members have particular skills/interests that may be helpful to your team on the day of the project (gardening, painting, carpentry, etc.).

### **Three to Four Weeks Before**

*Site Visit* - We encourage you to visit the actual site of your group volunteer project. This extra effort will pay off in time saved on the day of your volunteer event and help you anticipate any challenges.

#### **Things to look for:**

- Parking availability
- Safety issues
- Easy access for group members with disabilities
- Where your group will gather, before and after the project
- General housekeeping items such as restroom location, phones, etc.
- Layout of facility (in case of emergency or to locate key staff)

This is a great opportunity to meet the Nonprofit Project Coordinator and solidify details!

### **Two Weeks Before**

- Send an email to check-in and let the Nonprofit Project Coordinator know that everything is on track or if any major changes have occurred.
- Reconfirm that the materials and tools necessary will be on hand for the project.

### **The Week Before**

#### **Confirm the following with the Nonprofit Project Coordinator:**

- What time the project begins and ends
- How many volunteers will be attending
- Specifics of the task(s) to be completed
- What to wear (i.e. grubby clothes, sunscreen, layers, etc.)
- Where/if the volunteers can leave their personal belongings
- A number where you can each be reached on the day of the project in case of an emergency.

### **Communicate with your volunteer group (via meeting, email, conference call):**

- Re-confirm project details and logistics you confirmed with the Nonprofit Project Coordinator, as well as your team's meeting place and time.
- Make sure your volunteers have a way to reach you on the day of the project in case they are delayed or are, for any reason, unable to participate.

### **Day of the Project**

#### **Be sure that your volunteer group knows:**

- Where and what time to meet
- How they will get to the project site
- What to wear
- A number where you can be reached on the day of the project
- Whether food or water will be provided
- If they should bring anything (water, snacks, supplies, etc.)
- Information about the agency where they will be volunteering

**Take photographs!** You can use them in newsletters, brochures and to thank and acknowledge volunteers. It is advisable to assign one person to this task. A photo release form is also advised.

#### **During the Project**

- Facilitate clear communication about expectations and instructions for the project.
- Help make sure the volunteers stay on task.
- Make sure everyone knows what the clean-up plan is and what time the project will be ending.

#### **When the Project is Complete...**

Join the Nonprofit Project Coordinator in providing a quick wrap-up to the volunteers saying "Thank You," and letting them know the impact of their work in the community and for the nonprofit.



## Sample Recruiting Email

To: (Potential Participant Name)  
From: (Team Leader Name)  
Subject: (Name of Volunteer Project)

It's time to show your true colors! Join (Company) Volunteers to brighten the (Agency Name).

On (date), we'll be putting on our overalls and wielding brushes to help paint and renovate the (insert project detail) (include brief description of the Agency and its mission).

This will also be a great way to get to know your fellow coworkers, learn new skills and have fun! Friends and family are welcome. Volunteers must be at least (age) years old. Come join us on (date) and help (Company) Volunteers make a difference.

If you're interested in participating, please (insert instructions on how to sign up). Looking forward to working with you!

Thanks,

(Team Leader Name)



## Sample Recognition Email

To: (Participant Name)  
From: (Team Leader Name)  
Subject: (Name of Volunteer Project)

On behalf of (Company Name), thank you for volunteering for (project) on (date). With your help, we were able to (project results). (Agency) was quite impressed with our hard work and dedication to the community.

I hope your volunteer experience was a fun and rewarding one. Please know that your participation, and the participation of your fellow volunteers, truly made a difference. To help us in planning future projects we would like your feedback. Please take just a moment to fill out the brief evaluation form by (provide instruction on how to access). Your comments will be an important part of evaluating the success of our efforts! Once you've completed the evaluation form, you'll be able to see all of the great photos from (Company Name) Employee Volunteer Project.

Thank you again for doing a great job and for making our project a huge success! We couldn't have done it without you!

Best,

(Team Leader Name)