

Saint Meinrad Day of Service Organizational and Planning Timeline

Late July to mid-October

- ❖ Alumni Office works with Alumni Association Board of Directors to identify and recruit sites and site coordinators for the following March.
- ❖ Local site coordinators for the Day of Service are identified and provided with job description and timeline (both available in the Day of Service Toolbox on the Saint Meinrad Alumni Website alumni.saintmeinrad.edu).
- ❖ A Save the Date is included in the summer issue of the *On the Hill* Newsletter
- ❖ Day of Service for the next year is advertised at the Alumni Reunion to help recruit sites and site coordinators.
- ❖ A Save the Date email blast is sent to all alumni from the Alumni Office to launch the Day of Service project year (following the Alumni Reunion)

October-November

- ❖ Identification and recruitment of sites and site coordinators continues.
- ❖ Staff contacts at service sites/organizations are established; Day of Service volunteer project responsibilities are developed and logistics are confirmed.
- ❖ Local site coordinators also work to identify a way to incorporate prayer into their Day of Service experience.
- ❖ Sites begin to be submitted to the Alumni Office by phone (800-682-0988) or by email (cmocek@saintmeinrad.edu)
- ❖ After sites begin to be submitted the Alumni Office will form a database of sites and a webpage of site listings.

December

- ❖ The “big push” to get sites submitted. The Alumni Office is in regular contact with local site coordinators to encourage the submission of sites.

January

- ❖ Registration for Saint Meinrad Day of Service sites goes live! (first week of January)
- ❖ Email blast message to all members of the Saint Meinrad community when the Day of Service site registration website goes live at alumni.saintmeinrad.edu.
- ❖ Registration reports are sent regularly to Day of Service site coordinators; additional confirmations are to be sent to all registrants by local coordinators with specific logistics information (see confirmation suggestions form posted in the Saint Meinrad Day of Service toolbox).

February

- ❖ Registration outreach continues.
- ❖ Saint Meinrad Day of Service t-shirts are ordered and boxed up to be sent to local sites.

March

- ❖ Final details of the service projects are confirmed with local Day of Service volunteers and the Alumni Office through an email sent by the site coordinators.
- ❖ Packages with “Day of” materials are sent from Saint Meinrad to site coordinators. These include Saint Meinrad Day of Service nametags, registration forms, t-shirts etc.
- ❖ On the Day of, site coordinators arrive early to meet and greet both volunteers and staff contacts (see the “Day of” suggestions in the Coordinators job description available in the Day of Service Toolbox on the Saint Meinrad Day of Service website).
- ❖ Take pictures and/or video of your hard-working Saint Meinrad Day of Service volunteers! Post them to the Saint Meinrad Alumni Facebook page, or the Saint Meinrad Twitter account and/or Instagram account as well as to your own.

Follow Up

- ❖ Send a thank you to the project staff you worked with to coordinate your Day of Service site or sites. If the site or sites worked well, consider asking for a commitment for next year’s Saint Meinrad Day of Service as well.

If you have questions about planning for the Saint Meinrad Day of Service, please feel free to contact Christian Mocek, Director of Alumni Relations at cmocek@saintmeinrad.edu or (800) 682-0988.