

Project Day Checklist

Below are a few helpful hints on managing the execution of a volunteer project:

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

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