



GET HANDS ON: ENVIRONMENTAL ACTION TOOLKIT



Project Information Worksheet

Thank you so much for volunteering for _____. We have a wonderful project planned! Below are the details for the project that you will be doing on _____. Please review the following information and contact me if you have any questions.

I look forward to seeing you!

Project Leader name: _____

Phone number: _____ Project Day phone number: _____

Organization we will be assisting: _____

Project site address: _____

Directions/special instructions: _____

What we will be doing: _____

What you should wear: _____

Items you should bring: _____

When you arrive, check in with our Team Leader, _____, who will be there to answer questions and get you started.

Timeline of Activity:

- _____ Arrive/Check-in
- _____ Orientation to agency and project
- _____ Perform the work
- _____ Clean-up
- _____ Reflection on the day and completion

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