

Sample Project Day Agenda

If you are conducting your service project in one day, this is one example of what your agenda could look like:

Time	Activity
8:30 a.m. - 9:00 a.m.	Arrive at your project site Perform necessary set up
9:30 a.m. - 9:45 a.m.	Greet volunteers Distribute nametags Have volunteers sign in Introduce agency contact Agency contact welcome and comments
9:45 a.m. - 12:00 p.m.	Project coordinators and task leaders direct volunteers in project tasks
12:00 p.m. - 12:45 p.m.	Lunch break
12:45 p.m. - 2:30 p.m.	Lead and direct volunteers to completion of project
2:30 p.m. - 3:00 p.m.	Begin all clean-up tasks
3:00 p.m. - 3:30 p.m.	Lead a group reflection activity Have volunteers fill out evaluations
3:30 p.m. - 5:00 p.m.	Thank volunteers and celebrate!

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