

Service Project Site Visit Checklist

The purpose of a site visit is to plan prospective projects with a community service organization (CSO) representative. You should begin thinking about the types of projects you will host and begin to develop an understanding of how you will manage the project from one session to the next (if it is an ongoing project) or throughout the day of the event (if it is a one-day project).

Here is what you should accomplish during the site visit:

___ **Verify directions.** As you drive to your initial site visit, take note of the driving directions that were given to you. Make sure that they are accurate, as you may need to provide driving directions to volunteers.

___ **Learn about the agency or school's needs.** During the site visit, ask questions that will help you understand what the organization's greatest needs are and the ways that ongoing or one-time volunteer support can have the greatest impact in meeting those pressing needs.

___ **Begin planning.** Discuss possible project opportunities with the agency or school. What projects can you work on together? What goals do you both wish to accomplish within the community?

___ **Identify tools and materials needed.** Brainstorm with the agency or school about the types and amounts of materials that will be needed to complete prospective projects. Also, discuss how the school or agency has secured tools and materials in the past. Can they provide any of the materials needed? Do they currently have partnerships with that provide in-kind donations for project materials?

___ **Confirm the agency or school's involvement and participation.** Determine the type of participation you can expect from the agency or school during projects. Will they have supervisors and potential volunteers to work with you at the project? What will their level of involvement be? Are they donating any materials or services? Will they speak to volunteers before or after projects? In addition, discuss how they have recruited volunteers in the past and if your project will have access to their volunteers (or volunteer database).

___ **Create backup plans.** Identify projects that can be expanded or reduced based on weather, volunteer attrition or other unforeseen circumstances.

___ **Become familiar with the site and its amenities.** Important details about the site should not be overlooked, including accessibility to water (for clean up or drinking), restroom facilities, adequate parking, first-aid kits and the nearest hospital.

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