



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

PROJECT-ON-A-PAGE

This worksheet helps to organize all of the essential information about a Togetherhood® project or event.

PROJECT NAME	
PROJECT LEADER(S) & CONTACT INFO	
GOAL OF PROJECT	
PEOPLE REQUIRED (#, AGE & PHYSICAL REQUIREMENTS)	
SAFETY PRECAUTIONS REQUIRED	
PARTNER REP & CONTACT INFO	
DATE/TIME FOR PROJECT/EVENT (ONGOING OR ONE-TIME)	
CLOTHING/PREPARATION REQUIRED	
ACTIVITIES & SUPPLIES (CONSIDER SNACKS, WATER)	
SITE LOCATION/SPACE REQUIREMENTS	
TRANSPORTATION, DIRECTIONS & PARKING	
EVENT SCHEDULE WELCOME INTRODUCTIONS ORIENTATION TO TASK SAFETY REVIEW MANAGING DURING EVENT WRAP UP AND THANKS	
RAIN CHECK	
PROMOTIONS PLAN	
REFLECTION & APPRECIATION	
ONSITE Y STAFF REP & CONTACT INFO	

SERVICE GUIDELINES

Volunteers who have a well-organized, rewarding experience will come back to participate in future Togetherhood projects. These guidelines are intended to help the Togetherhood Committee ensure that volunteers have a positive experience.

PEOPLE REQUIRED:

Have we properly estimated the work load so that we don't have too many or too few volunteers?

AGE AND PHYSICAL REQUIREMENTS FOR THE PROJECT:

Specify what kind of volunteer abilities are required to ensure appropriate recruitment and registration of Y members.

PROJECT LEADER, PARTNER REPRESENTATIVE & CONTACT INFO:

Who will welcome the volunteers and speak to the project's goals, partner's cause, and the value of the collaboration with the Y? Who is the partner contact person and what are their contact details?

PROJECT SCHEDULE:

Everyone's time is precious. Consider how to best schedule the project including time to travel and park, check-in, receive instructions, set-up, complete the tasks, clean-up, and celebrate as appropriate. Schedule enough time but not so much that volunteers are standing around waiting for instructions.

CLOTHING AND PREPARATION:

What should the volunteer wear and bring along to be appropriately dressed and prepared for the project? (Closed-toe shoes, work clothes, rain jacket, hat, safety glasses, gloves, tools, etc.)

PROJECT ACTIVITIES & SUPPLIES:

What are the specific activities volunteers can expect to be doing? What, if anything, will be provided and by whom? (Tools, vehicles, water, lunch, t-shirts, etc.)

TRANSPORTATION, DIRECTIONS & PARKING:

What is the address and recommended directions? Are there road closures due to the event? Are there public transportation options? Can the Y or partner organization provide transportation? Where should the volunteer park and is there a cost?

WELCOME AND REGISTRATION:

Where should the volunteer report once they arrive? Who will greet volunteers? What is the registration process?

ADDITIONAL LEADERSHIP/ORIENTATION:

Who will be the person or persons to instruct the volunteers on their assignment?

RAIN CHECK:

If the service project should be affected by weather or other conditions, how will volunteers be notified and when?

REFLECTION AND APPRECIATION:

What opportunity will volunteers have to reflect on their experience as a group? How will volunteers be thanked for their efforts?