When you woke up this morning, what did you decide to do today? Maybe clean the house, catch up with an old friend, go to the gym, run some errands. What about change the world?

It sounds crazy, maybe even impossible, but really it is quite simple. The time is NOW, and YOU are the answer. You may not realize all that you have to offer, but you can start a movement that changes the world!

What issues make you stop and think? What news stories make you want to DO something? When you walk down the street, do you see the effects of poverty in your community? Are the rivers and streams polluted? Have you, a friend, or a family member been personally affected by a disease?

Meaningful service begins with passion. When you know what issues are important to you, finding a service activity is a natural result. You will be driven to act on your passion, and you can recruit others to help you.

You may be passionate about a huge global issue, such as HIV/AIDS, or about something closer to home, such as the neglected state of the playground in your neighborhood. The important thing is to know what fires your passion.

**Passion Finder Activity**

What is your passion? Think about the hot-button issues in the last political election, the news stories that caught your attention, or other social problems that make you say, “Why doesn’t someone do something about this?!?” Below is a list of some of today’s biggest issues. Add your own if you want. Then, choose the ten that speak to you the most and rank them according to how passionate you are about them.

- Animals (homeless pets, endangered animals, etc.)
- Community revitalization
- Disaster relief
- Domestic abuse
- Education/tutoring/mentoring
- Employment
- Environment/conservation
- Health care
- Health-related issues (cancer, HIV/AIDS, etc.)
- Homelessness
- Housing (building, renovation)
- Human Rights
- Hunger
- People with disabilities
- Poverty
- Recreation/sports
- Seniors
- Technology
- Women
- Youth

---

**HandsOn Network**

Headquarters Office: 600 Means Street, NW • Suite 210 • Atlanta, GA 30318 • T 404 979 2900
1875 K Street, NW • 5th Floor • Washington, DC 20006 • T 202 712 8000
6 East 43rd Street • 25th Floor • New York, NY 10017 • T 212 708 0200
Passion into Action: Finding Service Opportunities

How do you turn your passion – the issue that makes you want to DO something – into action that will change your community or the world?

First, find out what’s already being done to address this issue. Is there’s something going on locally where you can plug in? Maybe the PTA is planning a work day to revitalize the school building; the American Red Cross is collecting supplies for people affected by wildfires; or your neighborhood association is going to rake leaves for some elderly residents.

Check out organizations in your area that work around your passion issue. Call or visit their Web site to find out how you can help.

Many organizations – such as HandsOn Action Centers or other volunteer centers – can help you find service activities with a variety of agencies. Visit www.handsonnetwork.org to find a site near you.

The internet is a great place to find local and even international service opportunities. Here are a few sites where you can search for ways to help:

• www.1800volunteer.org  • www.serve.gov  • www.volunteermatch.org

Use this space to record information about possible service activities:

<table>
<thead>
<tr>
<th>Passion issue</th>
<th>Service opportunities</th>
<th>Agency name</th>
<th>Phone/Web site</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passion issue</th>
<th>Service opportunities</th>
<th>Agency name</th>
<th>Phone/Web site</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once you take the plunge into service, you may be surprised at how many ways you can help others. In fact, it might be a little overwhelming. There may be dozens of agencies in your neighborhood looking for volunteers; you could find online service opportunities; or you may have a desire to help the people who live next door.

You know what issues you are passionate about. You want to do something to help. But how do you decide on a service activity?

Your service activity should be something you will enjoy doing. It’s an opportunity to use your passion and skills to help others (or to develop your personal or professional skills), meet others, and make a difference in your community. Here are a few things to think about:

• What do you most enjoy doing with/for others?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

• When you look back on this time in your life, what is something that will stick in your memory? Why?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

• What do you want to accomplish?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

• What kinds of service projects or activities would you like to do?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

• How much time do you have to devote to service?

______________________________________________________________________________________
______________________________________________________________________________________
Passion into Action: Creating Opportunities to Serve

Working with an organization, school, or agency is a great way to plug into your community and do something that will make a real impact. Sometimes, though, all it takes is an idea, some motivation, and a few friends, family members, or even strangers working together.

Here are a few suggestions for service activities related to different issue areas.

<table>
<thead>
<tr>
<th>Animals</th>
<th>Collect food and supplies for an animal shelter.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Tutor children at a local school.</td>
</tr>
<tr>
<td>Environment/conservation</td>
<td>Clean up a neighborhood park.</td>
</tr>
<tr>
<td>Homelessness</td>
<td>Work with Habitat for Humanity to transform and revitalize a neighborhood.</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>Help at a therapeutic riding stable.</td>
</tr>
<tr>
<td>Seniors</td>
<td>Start a visitation program at a nursing home or assisted living center.</td>
</tr>
<tr>
<td>Women</td>
<td>Begin a peer education program for at-risk young women.</td>
</tr>
</tbody>
</table>

If you have personal or professional skills that you want to share with others, look for service opportunities where you can use them. Here are a few examples you might consider:

<table>
<thead>
<tr>
<th>Art</th>
<th>Teach art classes at a community center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Build a Web site for a community organization or create a virtual mentoring program.</td>
</tr>
<tr>
<td>English</td>
<td>Write grants for a nonprofit organization or tutor children.</td>
</tr>
<tr>
<td>Journalism</td>
<td>Publish a newsletter to support neighborhood initiatives or take photos of an event.</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>Design landscaping for a senior center.</td>
</tr>
</tbody>
</table>
Passion into Action: Creating Opportunities to Serve, Cont.

Brainstorm ideas for projects or service activities related to your passion areas:

PASSION ISSUE: __________________________________________________________

Project ideas:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________

PASSION ISSUE: __________________________________________________________

Project ideas:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________

PASSION ISSUE: __________________________________________________________

Project ideas:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
If you choose to create your own service activity, take time to write out your goals and plans. These questions can help guide your planning:

Passion issue:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Briefly describe your project or activity.
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What is your goal? What do you hope to accomplish?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Where will you do the project or activity (i.e., the park, a local school, your home, etc.)?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What are the steps required to accomplish your goals? Be sure to think about prep work and any clean-up.
______________________________________________________________________________________
______________________________________________________________________________________
Will you engage other people in your activity?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

If so, who?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What will they do?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

How will you recruit them?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Will you be partnering with an agency or organization?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

If so, which one(s)?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What is the role of the partner organization(s)?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What supplies do you need for your activity?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

How will you get these supplies?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Do you need money or supplies from outside sources? If so, how will you secure what you need?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Why should your friends, family, or neighbors share or care about your passion? It's time to start thinking about how you're going to get others involved. Mobilization (recruitment) is the process of showing people that they actually can do something they already want to do. All the reasons why you want to act and create change can apply to others, too. It’s your job to show them how important your issue is and why they should support and advocate your cause.

Before you can begin recruiting supporters, you have to know who you need and what you want them to do. Map out a recruitment strategy – who, how, and when. (Note: The questions on “Planning Service Activities” can help with this.)

You can gain supporters and recruit volunteers in a variety of different ways. You can ask them one-on-one. You can post flyers and pass out brochures. You can visit classes or weekly meetings of the groups you want to involve. Don’t forget the internet (Facebook and Twitter are great ways to network with potential volunteers!), newspaper or radio stations, bulletin boards, or blogs. Word-of-mouth is one of your best tools, so spread the message! Remember . . . think beyond your group of friends or the people you see every day.

Think about the most meaningful service you have been involved with in the past. What made it so memorable?

______________________________________________________________________________________
______________________________________________________________________________________

How can this help you inspire others to join you in what you’re doing now?

______________________________________________________________________________________
______________________________________________________________________________________

What is motivating you to serve right now?

______________________________________________________________________________________
______________________________________________________________________________________

How can you use this to motivate others?

______________________________________________________________________________________
______________________________________________________________________________________

List three people you know that you can recruit to help you.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

List three places you can network with potential volunteers.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Passion into Action: Finding Resources

Many service opportunities only require your time and passion. Sometimes, though, your project will require money or other resources to be successful. So how do you recruit partners and sponsors to support your passion?

Grants, gifts, and in-kind donations (supplies or equipment) are a great way to get support from individuals, corporations, and community organizations. Contact businesses or organizations that already have a connection to your issue area or that are known to support social causes. Use your contacts and don’t be afraid to make new ones.

Develop a strategy for approaching people or businesses about donating money, services, or in-kind goods.

Who are the right people to talk to?

______________________________________________________________________________________

How can you appeal to their needs or wants and motivate them to partner with you?

______________________________________________________________________________________

In a few sentences, how can you communicate why your project is important, the difference it will make in the community, your ability to achieve your goals, and how the donor can be part of the effort?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Specifically outline what you need from them (i.e., funds to purchase a certain item, three hours of professional consulting, services such as printing, etc.)

______________________________________________________________________________________

Make connections that count! Here are some tips:

• Start with people you know (family, friends, neighbors, other students).
• Ask people you know to engage their friends to support your project.
• Talk personally with people to “sell” your project and get their support.
• Know what you need and ask people how they can contribute.
• Don’t be afraid to “tap” people’s emotions (happiness, anger, fear, passion) and incite them to get involved.
• Try creative outreach approaches, such as posting flyers or hosting outreach stations on college campuses and at local corner stores, bus stops, fast food spots, or other informal gathering places.

Be sure to thank your contacts and sponsors for supporting your cause.
After you have secured the resources you need for your project, don't forget to create a budget – and stick to it. Budgeting isn't always easy, but with the right tools, it can be quick, easy, and painless. From the beginning of the planning process, manage your budget carefully. It's important to watch your expenses and the funds you have available through sponsorship or fundraising.

Here are some basic steps to preparing a budget:

1. **Assess your needs.** Determine what funding you need.
2. **Recognize what you have.** List funding and other resources you have from grants, gifts, and donations, etc.
3. **Create categories.** Separate costs by category (e.g., supplies, foods/beverages, printed goods, communication costs, volunteer recognition items, etc.).
4. **Stick to your budget.** Track your income and expenses based on the categories. If your budget starts getting off track, try to figure out where you are over-spending (or under-spending) and adjust accordingly.
# Budget Worksheet

**INCOME**

<table>
<thead>
<tr>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ _______</td>
</tr>
</tbody>
</table>

**Funding** - List each grant, gift, or donation separately.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ ________</td>
</tr>
</tbody>
</table>

**Total Funding** $ ________

**Total Funds Available** (Beginning Balance + Total Funding) $ ________
**EXPENSES**
Determine categories of things you need for your activity (such as supplies, food/beverage, printing, etc.).
List expenses separately under each category and record the category total in the Balance column.

<table>
<thead>
<tr>
<th>Category:</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
<th>$ ________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td></td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category:</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
<td>$ ________</td>
</tr>
<tr>
<td>Category</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category Total                                                          $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category Total                                                          $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category Total                                                          $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category Total                                                          $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong>                                                      $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance (Funds Available - Total Expenses)</strong>                  $</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Some service activities are projects that include multiple volunteers, supplies, and a specific service site. If your activity is one of these, there are a few basic project management tips for you to keep in mind.

Successful service projects have a good balance between logistics, time, and people. As the leader, consider and coordinate these three elements carefully so you’ll have a successful, productive activity.

**LOGISTICS** – Plan for and be prepared to manage these aspects of event logistics:

- **Scheduling** – What is the flow for the project? Do you have enough time to get everything done?
- **Access to event site** – Will you be able to get into the service site and have access to things you need (such as water or restrooms)?
- **Registration** – How will you register volunteers? What is your process for greeting them and getting them assigned to the right tasks?
- **Weather and attire** – What should people wear? Do you have a back-up plan in case of rain?
- **Safety** – How will you ensure everyone is safe as they serve? Be sure to think about things like age requirements or accessibility for people with disabilities.
- **Food, beverages, and breaks** – Are you providing food and beverages? Are breaks built into your schedule for the day?
- **Project wrap-up** – How will you end the activity? Are volunteers expected to help clean-up? How will you celebrate the service?

**TIME** – Establish a schedule (or run of show) for the project. This will help you manage the various details once on site. Do your best to keep things moving on time so that you accomplish the goals of the activity. Don’t be afraid to adjust the work as needed; it’s better to complete some of the tasks than to leave all of them half-finished. Volunteers will continue to feel motivated when they see progress, even if it’s only part of the overall goal.

**PEOPLE** – You’ve engaged other volunteers who are motivated by the same passion issue as you. Keep people motivated as they serve. Make sure they understand the purpose of the project, the various tasks, and individual responsibilities. You want them to have fun, get the job done, and feel appreciated for their work. Remember to recognize and thank your volunteers and supporters for their contributions and service.
Use this checklist to make sure you’re ready for your service project:

**Scheduling**
- Do you have a printed schedule for the event?
- Have you assigned volunteers to serve as task leaders to work with specific parts of the event?
- Has time been allotted for set up, breaks, lunch, clean-up, reflection and evaluation?
- Are volunteers aware of their scheduled volunteer time?

**Access to Event Site**
- Do volunteers have directions to the event?
- Is the project site accessible to people with disabilities?
- If the site is normally closed/secured, who will be available to provide access to the facilities?
- Is there a place where volunteers can put personal belongings?
- Do you know where volunteers should park?
- Do you have a way to tell volunteers where to park (sign, other volunteers to direct traffic, etc.)?

**Registration**
- Has an area been designated for volunteer check-in?
- Have registration forms been created and printed?
- Do you have writing utensils?
- Do you have volunteer name tags?
- Do you have volunteers to manage registration?
- Have they been trained on how to sign in volunteers?
- Do volunteers know whom to contact in case of a cancellation/emergency?
PROJECT READINESS CHECKLIST, Cont.

Weather and Attire

_____ Have you made contingency plans in the event of bad weather?
_____ Do volunteers know how to find out about a change in plans?
_____ Do you have a way to contact volunteers in case of an emergency?
_____ Do volunteers know how they should dress for the project?

Safety

_____ Are there first-aid kits, a water station, phones, as well as volunteer safety accessories on-site?
_____ Are there any special safety concerns for the use of special tools/supplies being used?
_____ Do you have instructional handouts for any tools being utilized?
_____ Do you have a plan for monitoring the site if there are construction tools being used?
_____ Do you know how you can encourage everyone to be safe and have fun?

Food, Beverages and Breaks

_____ Do you have a food/beverage station?
_____ Do you know if there is a specific place for volunteers to eat/drink or can it be anywhere on site?
_____ Do you have a volunteer who will help distribute the food and drinks?
_____ Do you have a plan to ensure that volunteers get a break?
_____ Do you have a volunteer who will monitor food/beverages and get more if necessary?

Project Wrap-up

_____ Do you have a plan for cleaning up the service site?
_____ Do you have trash bags and other clean-up supplies
_____ Do you have a plan for celebrating the volunteers and their service?
PROJECT MANAGEMENT CHECKLIST

Worried at the last minute? No problem! If you’ve planned your project thoroughly and you’re prepared to handle the logistics of the day, you shouldn't have any trouble. Here’s a quick checklist to help you think through the project details and your role as the project manager.

**Project Preparation**

- _____ Arrive early.
- _____ Verify that all materials are ready and tasks are assigned.
- _____ Organize tools and materials in the space where they will be used.
- _____ Set up stations for registration, water, first aid, etc.
- _____ Verify that facilities are open and available (restrooms, electricity, etc.).
- _____ Set out trash containers for easy access throughout the site.
- _____ Hang project signage.
- _____ Secure on-site storage, if necessary.
- _____ Verify safety procedures, contingency plans, emergency call list, and other project details.

**Volunteer Registration**

- _____ Welcome and register all volunteers.
- _____ Have volunteers sign waiver of liability and/or photo release, if necessary.
- _____ Distribute name tags for all volunteers and staff.
- _____ Distribute project T-shirts, if necessary.
- _____ Offer brochures about your program or flyers about future volunteer opportunities.

**Volunteer Orientation**

- _____ Gather all volunteers together for welcome and orientation.
- _____ Thank volunteers.
- _____ Present brief overview of the program, the project, and the community issue you are addressing.
- _____ Be sure to discuss the impact the project can have on the community.
- _____ Review the schedule for the day.
- _____ Motivate volunteers through a group cheer or other activity.
- _____ Discuss safety procedures and other important details for the day.
- _____ Divide volunteers into task groups, with a task leader for each.
PROJECT MANAGEMENT CHECKLIST, Cont.

During the Project

_____ Motivate and encourage volunteers. Thank them for their service.
_____ Manage the volunteers’ time for effective service. Make sure each person has a task to complete.
_____ Prioritize tasks; complete the most important jobs first.
_____ At the half-way point, ask volunteers if there is too much or not enough to do.
_____ Have back-up projects available for extra work.
_____ Monitor safety.
_____ Be available/accessible for answering questions and troubleshooting.
_____ Encourage all volunteers and staff to have fun!

Project Closure

_____ Clean up.
_____ Conduct a final walk-through of the service site, checking that all tasks have been completed, trash disposed of, and tools/materials put away.
_____ Gather volunteers together and review the accomplishments of the day.
_____ Facilitate a reflection activity.
_____ Solicit feedback through a formal or informal evaluation.
_____ Thank volunteers and tell them of future service opportunities.
When you engage others in your service activity, you automatically become a leader. For some, leading people seems effortless. For others, it’s more of a challenge. But if you’re passionate about your cause and you want others to help you make your dreams a reality, then you need to be prepared to lead them.

Here are a few things to remember:
• Keep people motivated throughout the process, from recruitment to clean-up.
• Engage others as leaders to help you accomplish more.
• If you don’t already, get to know your volunteers so you can better understand why they’re serving and how you can maximize their talents.
• Manage personalities. Figure out who works best together and put together strong teams of volunteers.
• As the leader, be prepared to make tough decisions when needed.
• Communicate clearly and often. Make sure volunteers understand the project and their roles and have the details they need.
• Help volunteers stay focused on the passion issue and what you hope to accomplish together.

Think about your service activity and answer these questions:
How will you motivate people to get involved?
_______________________________________________________________________________________
_______________________________________________________________________________________

How can you keep them motivated?
_______________________________________________________________________________________
_______________________________________________________________________________________

What if someone is no longer interested?
_______________________________________________________________________________________
_______________________________________________________________________________________

What will you do if two volunteers don’t get along?
_______________________________________________________________________________________
_______________________________________________________________________________________

How can you help volunteers understand and stay focused on the passion issue?
_______________________________________________________________________________________
_______________________________________________________________________________________

What is your plan for communicating with volunteers – before they serve? while serving? after serving?
_______________________________________________________________________________________
_______________________________________________________________________________________

What are ways you can engage other people as leaders in your service activity?
_______________________________________________________________________________________
_______________________________________________________________________________________
Going Deeper

You started your service journey by identifying a community issue that you are passionate about. Whether you plug into a service opportunity with an agency or create your own project, don’t lose sight of your passion issue. So how do you communicate the value of this service event by connecting it with the bigger picture?

**Reflect** to see how your service – and the service of other volunteers working with you – has benefited the community. Through reflection, you can think about your commitment, the work you did, how it affected you, the impact it made on the community, and future actions you can take to continue to change your world.

If you are leading others in service, you can help volunteers reflect on their service in a variety of ways. Volunteers can have a group discussion, write and blog about their experience, create an online photo-journal of the activity, or respond to quotes about service. Think about creative ways to keep the reflection going even after the service activity. (See below for reflection questions related to specific passion issues.)

To make it meaningful, make it personal!

**REFLECTION QUESTIONS**

You may choose to focus your reflection activities on your passion issue. Here are some ideas for questions related to some of today’s biggest issues:

**HIV/AIDS**
- How can we as individuals, as well as our community, state and country, be more effective in addressing the needs of people living with HIV and AIDS?
- What is the one thing that you would want to know about HIV and AIDS from people who are living with the virus? How would you use that information?

**Animals**
- Had you ever considered homeless animals before your service today?
- Were you surprised by the number of homeless animals you saw?
- What do you think that we can do to reduce the number of homeless animals?

**Arts & Sciences**
- Most states require two years of science to graduate from high school. Some states require three to four years. What is the impact of that choice?
- According to the College Entrance Examination Board, students of the arts continue to out-perform the non-arts peers on the SAT. With this in mind, what is the best way to support arts education?
Children & Teens
- Many students read under grade level. Why is this an important indicator for our community’s future?
- What is your perception of how childhood has changed since you were a child? Is it better or worse?

Conservation
- How do you define recycling?
- Do you recycle in your home? Does your apartment complex, job or school recycle? Should you initiate a recycling program?

Disability Services
- What are the everyday obstacles people face with disabilities? What can you do to help alleviate those obstacles?
- A disability is a functional limitation that interferes with a person’s ability to walk, hear, talk, or learn.
  If you lived with one of those disabilities how would your morning routine differ?

Family & Women’s Services
- Every nine seconds a woman is battered in the United States; Domestic violence is the leading cause of injury to women between the ages of 15-44, each year an estimated 3.3 million children witness their mothers or female caretakers being abused every year.
- How did your work today help address some of these issues?

Homelessness & Meal Service
- The average age of a homeless person in the United States is nine years old. How does this impact our town?
- If you could ask one question of a homeless/hungry person, what would you ask? How would you use that information to contribute to the solution?

Housing Revitalization
- What are the possible solutions for those who cannot afford safe quality housing?

Literacy/Refugees & Immigrants
- When you think of “literacy” what is your immediate opinion? Did this project have an impression on your opinion?
- Have you ever been in an environment where English was not the primary language? What challenges did you face? If not, imagine what it would be like to live in a place where you could not read signs or newspapers.

Senior Care
- Ask a few volunteers to offer a personal story about an elder who has had a significant impact on their life. This could be someone they once met who shared a bit of wisdom, a close friend, a relative or a role model. What significant impact did this senior person make in your life?
- What is the difference between a nursing home and an assisted living facility? Do you have a different perspective now of what it is like to live in one of these facilities?

Technology
- How does technology enhance education? What ways can we use technology as an educational tool?
Passion into Action: Telling Your Story

Before, during, and after you serve, take time to tell your story. What are you doing? Why? What’s the impact or potential impact?

Publicity for your cause is essential. It can raise awareness of the issue, lead to possible community-generated solutions, boost support and sponsorship; and inspire people to take action.

You have lots of choices on how to publicize your message, including:

- Flyers, posters, or banners
- Media campaigns
- Press releases
- Mass email distribution
- Online social networks, forums, and blog sites
- Public announcements at local events

Make use of viral marketing, a technique that leverages people to spread a marketing message to others, creating potential for exponential growth in the message’s exposure and influence. Consider these tips for using viral marketing to publicize your activities, gain support, and secure resources:

- **Use word-of-mouth.** Once you have a core group of supporters, they will be your best resource for advertising and recruiting others. Think six degrees of separation: With a team of people talking about your cause and message, individuals can spread the word to many more people using their social networks than you can as one person.

- **Utilize more online and fewer printed materials.** Use online social networking services, such as Facebook, Twitter, and MySpace. Post blogs, videos, pictures, and news updates as quick and effective marketing strategies—for free! These online outlets facilitate 24-7 streams of communication and accessibility which have notably increased civic mobilization and action.

- **Highlight and connect the benefits of service** to people’s own motivations so they find personal value in engaging others.

- **Tap into existing networks** in the local area, such as neighborhood association, college campuses, clubs, fraternities/sororities, or community centers.
The viral nature of the Web increases your ability to communicate quickly and effectively to thousands of people. By sharing information about something important to you through online social networks and content-rich media, such as blogs and videos, your messages are searchable and can be seen by anyone using the internet.

As people actively respond to postings with their own questions, answers, and opinions, your message can become self-sustaining thus increasing your chances for new and continued support. Your job is to start the conversation.

Do you already have a Facebook, MySpace, or Twitter account?
______________________________________________________________________________________

What is the primary reason you visit these sites?
______________________________________________________________________________________
______________________________________________________________________________________

Do you use it for networking about service? If not, how can you use it for your service efforts?
______________________________________________________________________________________
______________________________________________________________________________________
Celebration is one of the most important parts of service. No matter how you serve – alone or in a group, with an agency or through a self-organized project, for a day or a year – you should always celebrate what you’ve accomplished.

Recognition is part of celebration. It’s a chance to thank everyone who is involved in the service effort: volunteers, donors, agency staff, the community, and others. They have invested time, energy, attention, and resources to make the service successful. Say thanks!

Celebration and recognition can be something as simple as saying the words or sending an email, or it can be a party or a coffee hour or a bulletin board beside the freeway. What’s important is the effort, making sure that people (you, too!) know their service is appreciated.

How do you like to be recognized and thanked?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What would be an appropriate way to celebrate the people who are serving with you?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

How can you incorporate celebration throughout the service activity?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Be sure to check out forms of national recognition such as:

• President’s Volunteer Service Award (http://www.presidentialserviceawards.gov/) or
• Daily Point of Light (http://www.pointsoflight.org/recognition)