



# Volunteer Project Leader Checklist

## Before the Project

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- Answer any questions from volunteers promptly (on-line or by phone)
- Assemble Sign-In Form with waivers for volunteers – copy additional if needed
- Bring a camera
- Arrive early
- Ensure that the site is prepared and ready for volunteer arrival and that you have brought any necessary supplies

## During the Project

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- Sign-in volunteers – inform them about liability waiver and photo release
- Welcome volunteers to the project; include brief information on the host organization
- Facilitate introduction of volunteers – nametags are helpful and encouraged
- Explain to the volunteers what they will accomplish
- Communicate rules and policies
- Check in with volunteers throughout the project: make sure everyone is keeping busy, being safe and having fun
- Take photos!
- Have a volunteers conduct a cleanup of the project area after project is complete

## At the End of the Project

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- Reflect for 10 minutes on the project with the volunteers – use Reflection Guide on reverse side
- Check with everyone to confirm that they have signed in before they depart
- Have information available about your organization and/or upcoming opportunities to volunteer again
- Sign Mandatory Community Service Record forms, if any of your volunteers are court-mandated
- Thank the location host organization – if applicable to your project
- Thank everyone for their participation
- Scan to make sure the project area is tidy

## After the Project

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- Record attendance and impact measures of the project
- Email volunteers with a thank you or any requested follow-up items
- Email volunteers who did not attend the project
- Provide feedback to location host organization, as necessary
- Reflect on the project yourself and celebrate your successes



Need more tips for project leadership? Contact the City of Bloomington Volunteer Network at 349-3472 or [volunteer@bloomington.in.gov](mailto:volunteer@bloomington.in.gov) or online at [www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer)



# Volunteer Project Reflection Guide

*Please use this to lead a discussion with your volunteers, preferably at the end of your service project.*

## Before Project Begins

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- Be sure to gather printed material about your organization to give to your volunteers which will let them know about your ongoing volunteer needs.
- Thank your volunteers for their time and efforts! We know the integral role volunteers play in the day-to-day operations of organizations. Let the volunteers know how critical to your success their involvement is.

## After Project Conclusion

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Engage participants in a discussion of the following questions to help guide a reflection about the volunteers' experiences. The questions are offered as tools to help facilitate useful and candid discussions and provide an opportunity to reflect on the day's activities.

- What surprised you today? Did anything happen that you didn't expect?
- What did you learn about the community that you did not know before? What did you learn about this organization or about our community needs that you did not know before?
- Can you describe your feelings about your work today? Were you excited when you began? Were your expectations met? Are you energized? Exhausted?
- Why did you choose to participate in service like this? How does this experience relate to you / your work?
- Would you do this type of work again? How will this experience or other volunteer work fit into your future?
- Do you have any feedback for the organization or staff?
- Thank you, again, for giving your time and effort for this important work!