



MLK Day Volunteer Project Leader Checklist

Before the Project

- 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

- 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

- 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

- Record attendance and impact measures of the project in the mandatory post-project report– link online at bloomington.in.gov/mlk
- Send in photos to MLK Commission – link online at bloomington.in.gov/mlk
- 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



City of Bloomington Dr. Martin Luther King, Jr. Day “A Day On! Not A Day Off”

Reflection Guide

Please use this to lead a discussion with your volunteers, preferably at the end of your service project. Conclude with the “40 Days of Peace” pledge.

Before Project Begins

- 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

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 celebrate today like this? How does this experience relate to Martin Luther King, Jr. and his work?
- Would you do this type of work again? How will this experience or other volunteer work fit into your future?
- Dr. King was committed to justice, equality, and non-violence. It is in this spirit that we are promoting the start of 40 Days of Peace. 40 Days of Peace begins on Martin Luther King Day, January 17, 2011 and lasts for six weeks. During 40 Days of Peace, we you to work toward a sustainable reduction in violence in Bloomington. Please listen as I read the pledge:

As an indication of my support for the 40 Days of Peace in my community, I HEREBY PLEDGE that, during the period from January 17, Martin Luther King Day, until February 25, I will do my utmost to be a model of ethical behavior, integrity, and good citizenship. I will treat others with the respect with which I wish to be treated. I will go out of my way to be kind to others and to contribute in any way I can to create the “beloved community” envisioned by Dr. King.

- (Pass out pledge cards to volunteers and staff) If you are willing to take the pledge, please sign the card and return it to me. When you return your card, I will give you a wristband which you can wear during the 40 days as a reminder of your pledge.
- Thank you, again, for giving your time and effort for this important work!