



SAMPLE PROJECT LEADER CHECKLIST

Helpful Tips from Chicago Cares

1 month before your project

- ___ Use your C3 project proposal and C3 project guide to assist you.
- ___ Secure a project site covering all logistics: time, date, who will open the building/gate, who will bring supplies and where they will be stored, where the bathrooms are, if refreshments will be provided, specific tasks that will be completed during the project, role of all individuals involved in the planning process.
- ___ Create an outreach plan: talk with your community supports about the best ways to reach people in the area and utilize those outlets (worship services, library, schools, community centers, community meetings, hospital, local celebrations/festivals)
- ___ Follow through on outreach plan by creating fliers and posting them, sending emails, and taking every opportunity to promote the project.

When volunteers begin to sign up for your project

- ___ Return volunteer calls within 48 hours.
- ___ Record their names (first and last), phone numbers, and emails if appropriate.
- ___ Tell the volunteer what to expect at the project.
(i.e. project logistics, the project's purpose, and information on the social service agency)
- ___ Inform the volunteers of any special conditions regarding your project:
appropriate dress, bringing tools, bringing a bag lunch, any costs associated with the project, etc.
- ___ Arrange car-pooling for volunteers who need it.
- ___ Make sure the volunteers have accurate and clear directions to your project.
- ___ Tell volunteers that you will call them the week of the project to confirm their participation. Tell them to call you if they have to cancel, and make sure that they know where to call you in case they have to cancel the day of the project.
(These steps are absolutely essential if you want all of your volunteers to show up!!!)

*Adapted for C3 by
Wendy Matter with Chicago Cares*

The week of your project

- ___ If you don't have enough volunteers for your project, call you C3 Representative and your community contacts to assist you with last minute recruitment.
- ___ Make sure you have all necessary supplies, handouts, and other items needed for the project.
- ___ Contact any supports you are using for the project: community center, location of your project if it is in a private facility, etc. Make sure all details, time, date, and project specifics are the same for everyone across the board.
- ___ Call your volunteers to confirm their attendance at your project.
(This is crucial, if you expect all off your volunteers to show up!!)

The day of your project

- ___ Arrive at the project at least 15 minutes earlier than your project begins. Get supplies set up.
- ___ As the volunteers arrive, have them sign in on the project attendance form legibly.
- ___ Ask each volunteer to wear a nametag if you would like.
- ___ Introduce yourself to the volunteers and introduce them to each other. If you are working with volunteers from the agency, make sure you introduce yourself and volunteers to them.
- ___ Reduce any discomfort that the volunteers may have. Take time to explain the project to your volunteers. Give them an overview of the project and/or agency's mission and how their volunteer support has contributed to that mission. This makes the service that the volunteers are performing more worthwhile for them.
- ___ At the end of the project, allow time to thank the volunteers for attending your project, ask for any feedback or suggestions about the project and work accomplished. Remind the volunteers of the next project date and invite them to sign up that day.

After your project

- ___ Call any volunteers who did not cancel or show up to your project (no shows). It's possible that they might have gotten lost or had an accident on the way to the project. Your call shows that you cared about them coming and, if they simply "blew-off" the project, it trains them to call to cancel in the future!
- ___ Complete and turn in your Final Report to your C3 liason.
- ___ Follow up with the agency or site of your project to check on the sustainability of the project and possibilities for future projects.

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