

## ***Checklist for new volunteer opportunities***

***Please submit to your Regional Engagement Officer (alumni club leaders); Craig Little (alumni society leaders) or Jeff Dick (4-H professionals) once you have suggested a volunteer opportunity.***

- If your opportunity is in one location what search radius do you want to include in this opportunity? (i.e. 43210-15) Default coverage is city of Columbus. Indicate a choice below if you need another search radius.  
**Drop down choices:**
  - County of Franklin
  - Columbus, OH Metro
  - State of Ohio
  - National
- Do you want to have hours automatically added for the participants? If so, how many hours? (i.e. 4 hours per volunteer)
- Do you want to add a photo to your opportunity?
- Do you have any custom questions to add to this opportunity? You can add up to 5 questions. (i.e. What size t-shirt do you need?)
- Do you have a special greeting you want volunteers to receive once they sign up? If not, they will receive the standard greeting.
- Do you have any documents to attach to your opportunity? (i.e. club/society activity interest form)
- You can send a pre-project alert before the opportunity reminding volunteers. Would you like to schedule an alert? If so, what do you want to say? How far in advance of the actual date do you want it sent? Any specific information you want to add? (i.e. a map of the park area)
- You can also send a post project message. Do you want to schedule a post event message? If so, what do you want to say? (i.e. thanks for participating in our clean-up project!)