Volunteer Checklist: MONTH OF SERVICE

- Follow up with Nadine Holmes at homes.115@osu.edu 10 business days in advance of your event to confirm your mailing address for your shirts.

- Check in with your host organization one week before your event, and make sure you’re able to answer these questions:
  - Who is your point person on the day of the event?
  - Have you exchanged phone numbers with your point person?
  - Where will he/she meet you?
  - Who will provide training and explain the project details to volunteers?
  - What is a rough agenda of the day of the project?
  - Is there a rain plan in case of inclement weather?
  - If everyone finishes early, are there other volunteer options available?
  - Have you gathered all the supplies you’ll need?

- Use the Manage Participant tool on volunteer.osu.edu to send a confirmation email to your volunteers two days in advance reminding them of the event and explaining any final details. If you need help, view this guide.

- On the day of the project, keep yourself organized by:
  - Arriving at least one hour early
  - Setting up your volunteer sign-in area
  - Organizing any supplies volunteers will be using
  - Posting signage to help volunteers find where to park and meet
  - When the project’s over, suggest gathering somewhere for lunch or a beverage, and be sure to thank everyone for their time and effort.

We can’t wait to see what you’re up to!

Questions?
Contact volunteer@osu.edu