



DAY OF ACTION CHECKLISTS

VOLUNTEER CHECKLIST

ONCE YOU'VE RECEIVED YOUR MATCH EMAIL:

Follow-up with the project site coordinator and confirm that you are volunteering at their location on Friday, April 26th.
Confirm your arrival time on Friday, April 26th with the site coordinator.
Reconfirm with the site coordinator how many hours you will be available to volunteer.
If volunteering for the full-day, confirm whether or not lunch will be provided, or if you need to bring your own lunch.
Find out if you will need to bring any tools or special equipment with you.
Confirm if your volunteer work is indoors or outdoors and plan appropriately.
Complete the Volunteer Release Form and either email it in advance to info@svuw.org or bring a hard copy with you to registration on the day of the event. We will have additional forms at the registration table, if you need them.

DAY OF THE EVENT:

Check the weather on the day of the event and dress appropriately. Consider bringing sunscreen and a water bottle.
Pick up your goodie bag and complimentary t-shirt at your assigned registration table.
Make sure you have completed the Volunteer Consent and Release Form and either emailed it to info@svuw.org or that you will complete it and return to the registration table.
Take lots of photos! Please email them to info@svuw.org or if you post them to social media, please use hashtag #DayofAction2024 and tag us at @SusquehannaValleyUW .

PROJECT SITE COORDINATOR CHECKLIST

ONCE YOU'VE RECEIVED YOUR MATCH EMAIL:

Reach out to your volunteers and introduce yourself. Share any important information they will need to know about the project they will be working on.
Reconfirm their arrival time and how long they will be volunteering at your site.
If you have any special tool or equipment needs, you may ask the volunteers if they have the ability to provide it; however, they are not obligated to bring anything with them.
If you have volunteers coming for a full day, please let them know if you will be providing lunch or if they will need to bring a lunch.

ONE WEEK PRIOR:

Follow-up with your volunteers to see if they have any questions, or need any further information prior to the event.

DAY OF THE EVENT:

Please be onsite to welcome your volunteers.
We ask that you arrange to have a point person onsite for the volunteers during the entire time they are volunteering in case they have questions or need assistance.
If you have volunteers for the full day, please be sure to provide two, 15-minute breaks and an opportunity for volunteers to eat lunch.
Take lots of photos! Please email them to info@svuw.org or if you post them to social media, please use hashtag #DayofAction2024 and tag us at @SusquehannaValleyUW .

IMPORTANT NOTES:

United Way will provide each volunteer with a pair of safety glasses, work gloves, K95 Mask, a bottle of water, and snacks. We will also provide a complimentary Day of Action 2024 t-shirt.

Should you have any additional questions, visit our FAQ page at svuw.org/dayofaction or email info@svuw.org.