



SERVICE DAY PLANNING GUIDE

WVU CENTER FOR SERVICE AND LEARNING

6 WEEKS AHEAD

- Identify community need
- Know # of volunteers, days, hours
- Identify & connect with community partner(s). Consult CSL
- Make transportation plan & secure bus/van if needed.
- Make supply list - Physical and Project needs
- Identify overall leader
- Plan any context setting/pre-flection

ONE WEEK AHEAD

- Update partners on times, # of volunteers; day of event contact phones for partners & leaders
- Reconfirm transportation details
- Organize supplies check-in sheets
- Ensure all contact info is correct including transportation
- Monitor weather as day nears
- Monitor iServe

ONE MONTH -2 WKS OUT

- Order/purchase supplies
- Establish service team leader(s)
- Confirm project details. Establish rain plan
- Create summary with contact info for partners including cell phone
- Stay in contact with partners
- Ensure accuracy of transportation directions/meeting locations

DAY OF EVENT

- Determine any weather cancellations
- Bring supplies for projects & check-in materials
- Ensure all leaders, drivers, and site hosts have contact information
- Contact partners if # of volunteers is much different
- Point person on-call all day for any sudden needs