



## **Project Leader—Service Project Document Checklist**

- Submit signed Service Project Agreement to United Way Volunteer Center for final approval.
- Submit Funding request/grant application if necessary/qualifies.
- Submit recruitment request to the United Way Volunteer Center if necessary.
- Request that all volunteers review United Way Handbook, sign and submit “Volunteer Information Form” and “Release of Liability Forms”(if necessary)prior to start of service project.
- Complete the “Volunteer Project Information Form” and “Emergency & Cancellation Procedures Form” and distribute to your volunteers.
- Ask Volunteers to document any time dedicated to the project prior to service day, using the “Individual Volunteer Hours and Donation Tracking Sheet.”
- As part of your Reflection time, ask Volunteers to complete “Volunteer Evaluation Form” or direct them to the website to download and complete.
- Submit “Final Report” within two business days.