



Volunteer Center

United Way of Volusia-Flagler Counties

Project Management Outline and Checklist

Pre-Project Outline

- Before your first project, UWVFC will contact the Community Service Partner and arrange for a site visit with you. The site visit will allow you to make the initial connection with the agency. You will also be able to give accurate directions and information to your volunteers after your visit. Define agency and volunteer expectations at this time.
- Clarify exact project parameters so that you can **determine supplies, time and number of volunteers** needed for the project.
- Obtain all materials or supplies if needed for the project. Develop a budget if necessary. Consider refreshments/water on-site.
- Each quarter**, the UWVFC will contact you to collect the dates, times and other pertinent information for your project(s). Please be respectful and provide this information in a timely manner so that it can be posted on the website and in the upcoming newsletter. If any information about your project should happen to change (times, dates, tasks, etc.), please notify the UWVFC so that adjustments can be made and information can be updated.
- Call the agency representative **one week prior** to the project to finalize details. Be sure that the agency representative is present during the project so they can provide volunteers with a brief **overview of the agency** and how they contribute to the community. They should also tell the volunteers how important the work they are doing is and how it will help the agency. This should be done before the volunteers begin work. If an agency representative is not available, please be prepared to familiarize the volunteers with the agency.
- Return all volunteer calls or emails **within 24 hours**.
 - Be sure to get their name, address, phone and email address.
 - Take time to discuss the specific role that UWVFC volunteers will play in the project. It is important for volunteers to understand exactly what they will be responsible for.
 - Add the volunteer to the sign-up list on the UWVFC administrative website, if they have not already done so. If their record is not in our system, add them as a volunteer.
 - Stress to the volunteer that if they need to cancel, they must notify you as soon as possible so you can make alternate arrangements.
- If more volunteers want to attend the project than you need, please take their names and phone numbers and create a waiting list in case other volunteers cancel. It is sometimes possible to increase the number of volunteers required for a project (i.e. if the number of children residing at a transitional shelter suddenly increases – and it often does!). Ask them if they want to attend next month's project.
- If you do not have enough volunteers 3-4 days before the project, call the office so we can send out a hot project email. Keep track of all volunteers who contact you so you can begin to create your own list of people to call when you need to recruit.
- For volunteers that will not receive an automated confirmation email through our computer system, call or email them 1-2 days prior to the project to remind them to attend. **This is critical to ensure they remember to come the day of the project!**
- Print the Sign-in Form and UWVFC/Agency Liability Releases for your project before going to your project.

At the Project

- Arrive 30 minutes **early** and **prepare** for your project. Signage
- Welcome** volunteers as they enter and have them **sign in** and update contact information on the Check-in Form. Be sure that each volunteer signs necessary Liability forms.
- Introduce** volunteers to each other. Each volunteer should get a **nametag**.
- Have the agency representative give a brief **orientation** about the agency. If this person is unavailable, please give the volunteers an overview of the agency on your own.
- Begin** your project by reviewing the rules of the agency. (On children's projects, have the children help you tell the volunteers the rules for the day.)
- Supervise** the project – make sure all volunteers have something to do, are involved in your project and are enjoying themselves.
- Refreshments/water available.
- As the project comes to an end, leave enough time for **clean up**.
- Thank** volunteers for participating and lead them in brief **reflection**.
- Discuss any issues, if necessary, with the agency representative or UWVFC.

Post Project Outline

- Update your project information** (volunteer attendance and impact numbers) on the UWVFC administrative website within 2 days of your project!
- Fax or mail your sign sheets to UWVFC: 386-253-9517; 3747 W. International Speedway Blvd, Daytona Beach, FL 32124 after each project occurrence.**
- Send a "Thank You" after the project to volunteers who participated.
- Please contact the UWVFC office if you experience any problems or have any questions about your project (386) 253-0563.