

MEETING AND PLANNING TIPS

Determine the Facts

- >> Take a tour of your partnering organization's location to gain knowledge of their mission, practices & clientele.
- >> Go over project ideas the organization has in mind; brainstorm more ideas if needed.

Questions to Ask

- >> What is the project? What exactly will you be doing?
- >> What arrangements need to be made for this project?
- >> What resources or materials do you need and where will you store them? *Which ones do you and/or the organization already have? If you need money, how are you going to get it?*
- >> What measurements are needed?
- >> How long will the project take? How much preparation is needed? How long will the project take the day of?
- >> What day, time and where will the project take place?
- >> How many volunteers will you need? How many volunteers can you provide? Will you need to recruit volunteers? If so, where can you recruit additional volunteers?
- >> Are there any age restrictions?
- >> How will the volunteers get to the location? Will you need to provide carpooling or transportation?
- >> Will snacks, water, lunch, etc. be available?
- >> What is your back-up plan? What will you do if the weather is unfavorable?
- >> What if your volunteers get done early? What if they don't finish?
- >> Do you have another project contact in case of illness/emergency/etc?