



VOLUNTEER PROJECT LEADER PLANNING SHEET 1

Agency Name:

What needs does the agency have?

Of these needs, what could volunteers do as a project?

What resources are available for this project?

Choose one or two projects and write them up as you would to recruit volunteers.

Will this be a one day project or multiple day project?

How many volunteers will you need for this project? How many for each shift? What age groups is the project appropriate for?

What materials, equipment, storage space, dimensions or measurements, etc. will you need for this project?

Who will gather these materials? Where can you get the equipment, materials, etc. to complete this project?

What are risks associated with this project (weather, volunteers complete the project ahead of time, etc.)?

How can you plan for these risks? Is there a back up plan?