



VOLUNTEER PROJECT LEADER KEY DATES AND CHECKLIST

- September 8 VPL and Agency Roles & Responsibilities Agreements Due
- Prior to 9/22 Meet Agency at Project Site
- Sept. 29 Project Update Due (Update project in eVolunteer, and let United Way know if you will be needing assistance recruiting additional volunteers.)
- Sept - Oct Recruit Your Volunteers (Use eVolunteer management tools to recruit/sign-up, accept, assign and email volunteers.)
- 1 Week Before Project Email Volunteers with Project Details Reminder
- October 23-29 National Volunteer Month - projects take place
- 1-4 Days after Project Send Thank You Message to Volunteers
- November 3 Final Items Due (Submit Final Report, photos, and final forms, and record hours in eVolunteer)
- TBD Volunteer Celebration

The final report and all of the documents in your VPL binder can be found online at <https://impact.uwaylc.org/VPLResources>