



VOLUNTEER PROJECT LEADER KEY DATES AND CHECKLIST

- September 6 VPL and Agency training meeting
- September 7 Roles and Responsibilities due
- September 14 Meeting at agency site to discuss project details
- September 21 Project update due (Update project in eVolunteer, and let United Way know if you will be needing assistance recruiting additional volunteers.)
- September & October Recruit volunteers (Use eVolunteer management tools to recruit/sign-up, accept, assign and email volunteers.)
- One week before project Email volunteers with project details reminder
- October 22 - 27 Make a Difference week!!!
- A day or two 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)
- November 5 Volunteer Appreciation Celebration at Odell!!