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?