



## VOLUNTEER PROJECT LEADERS AGENCY MEETING TIPS

- Go over ideas that agency has in mind; brainstorm more ideas if needed; determine feasibility of plans
- Take “official” agency tour – gain knowledge of mission, practices & clientele
- Take any measurements needed
- Make materials needed list; determine what supplies agency has/can obtain, what needs to be obtained (see supply resource list)
- Estimate amount of time for project
- Determine volunteer hours needed
- Find out what timeframe project(s) can be done within; i.e. days, evenings, weekends
- Check agency’s policy on volunteer age requirements
- Have a back-up date if necessary
- How many volunteers will you recruit from your own company?
- How many volunteers will you need from other sources, if any?
- What is your back-up plan? Weather contingencies if applicable?  
Additional projects if initial project(s) are completed ahead of schedule?
- Where will you store materials/supplies/equipment?
- Identify a third party contact in case of illness/emergency/etc.

To view this document online, visit <http://uwaylc.org/volunteer/general-volunteerism/be-a-volunteer-project-leader/>