

Project Information Form for Volunteers

Thank you for volunteering for our upcoming service project. We have a wonderful project planned! Below are the details for the project. Please review the following information and contact us if you have any questions. We look forward to seeing you!

Project: _____ Date: _____

Location: _____ Time: _____

Project Leader: _____ Phone: _____

Day of event phone: _____ e-mail: _____

Agency we are assisting: _____

What we will be doing: _____

What you should wear: _____

What you should bring: _____

Project site address: _____

Directions: _____

Where you should park: _____

If you have questions prior to the day of the project, please contact the project leader at the phone number or e-mail listed above. Plan to arrive at the project site prior to the start time. Check in at the volunteer registration area, where a team leader will greet you, answer any questions, and get you started.

Timeline of activity:

- Volunteer check-in and registration
- Orientation to agency and project
- Serve!
- Clean-up
- Wrap-up, reflection, and evaluation