

# Sample Checklist for Your Project Site Visit

The purpose of a site visit is to plan prospective projects with a community service organization (CSO) representative. You should begin thinking about the types of projects you will host and begin to develop an understanding of how you will manage the project throughout the day of the event.

Here is what you should accomplish during the site visit:

- **Verify directions.** As you drive to your initial site visit, take note of the driving directions that were given to you. Make sure that they are accurate, as you may need to provide driving directions to volunteers.
- **Learn about the agency/school needs.** During the site visit, ask questions that will help you understand what the agency's/school's greatest needs are and the ways that one-time volunteer support can have the greatest impact.
- **Start planning.** Discuss possible project opportunities with the agency/school. What projects can you work on together? What goals do you both wish to accomplish within the community?
- **Identify tools and materials needed.** Brainstorm with the agency/school about the types and amounts of materials that will be needed to complete prospective projects. Also, discuss how they've secured tools and materials in the past. Can they provide any of the materials needed? Do they currently have partnerships with that provide in-kind donations for project materials?
- **Confirm agency/school involvement and participation.** Determine the type of participation you can expect from the agency/school during projects. Will they have supervisors and potential volunteers to work with you at the project? What will their level of involvement be? Are they donating any materials, services, etc.? Will they speak to volunteers before or after projects? In addition, discuss how they have recruited volunteers in the past and if your program will have access to their volunteers (and/or volunteer database).
- **Create backup plans.** Identify projects that can be expanded or reduced based on weather, volunteer attrition, and/or other unforeseen circumstances.
- **Become familiar with the site and its amenities.** Important details about the site should not be overlooked including accessibility to water (for cleanup, drinking, etc.), restroom facilities, adequate parking, first-aid kits, and nearest hospital.