SERVICE DAY CHECKLIST
FOR COMMUNITY SITE HOSTS

The following is a checklist of things you can do to help make Service Day successful.

Before Service Day:
- Notify ____________ if there are any special work conditions that participants need to be made aware of before they come to the site.
- Make sure you have enough tools, equipment, etc. for participants who will be coming to your site.
- Provide extra water (e.g., a cooler) for participants. Participants will be encouraged to bring their own water bottles, so any “re-filling stations” will be welcome. This is especially important for outdoor sites.

During Service Day:
- Greet participants and introduce yourself/your role in the organization. You may also choose to share how you came to be a part of the organization.
- Explain the mission/purpose of your site and how the volunteer work being done makes a difference or fits into the larger picture of what your site does.
- If appropriate, give a tour of your site to participants.
- Please explain to participants exactly what you need them to do and how to use any equipment safely.
- If possible, provide a place for the group to discuss/reflect on their service experience.
- If your site is an outdoor site and you notice poison ivy, please warn participants.

At the end of Service Day:
- If appropriate, you can share with participants how they can remain involved in service with your site (e.g., a one-page flyer of service opportunities).