CHECKLIST FOR A SUCCESSFUL SERVICE DAY

As soon as you arrive:
- Welcome participants and give nametags
- Confirm emergency contact information
- Have participants complete consent forms, if needed by service site
- Review any site safety issues (e.g. tools, dangerous areas, poison ivy)
- Ask site host to highlight purpose of site and benefits of service today

Throughout the day:
- Take photos (none of children under 18) and keep an eye out for fun/interesting developments. Post on social media with #ScholarsServes. Make sure to tag Scholars (Facebook: @CollegeParkScholars; Twitter: @UM_Scholars; Instagram: @um_scholars)!
- Track data on what’s been done throughout the day—both serious and quirky (# of trash bags filled, # of hairnets donned, etc.)!

Before you leave:
- Encourage reflection about the experience, by asking participants if they have interesting stories.

Following days:
- Send a thank you email to participants and site hosts. (Blank cards have been provided in your Service Day kit to send to your site host, if you’d prefer.)
- Email or set up a call with Scholars’ Ben Parks (bparks@umd.edu) and Mayu Mishina (mmishina@umd.edu) to debrief experience, provide pictures, data and stories.