CHECKLIST FOR CREATING
YOUR OWN POP-UP SERVICE DAY

We’re encouraging all College Park Scholars alumni to consider creating their own Pop-Up Service Day, in honor of Scholars’ 25th Anniversary! Just follow these handy guidelines:

- **Identify an individual to serve as Team Leader.**

- **Identify a viable service site that truly meets the needs of the community.** Don’t opt to do service at any site, just so you can say you did service. Does the service you’re considering meet the needs of the community?

  Also consider:
  - The numbers the facility can accommodate
  - Time of year (if you’re considering an outdoor site)
  - Day of the week (if you’re thinking of a weekend Service Day, is that site open?)

- **Contact the service site.** Discuss relevant logistical information with site staff, including:
  - Potential date(s) of service
  - Min./max. number of volunteers allowed
  - Number of hours of service required
  - Type of work volunteers will be performing
  - Any liability forms required by participants
  - Any regulations around photos and social media posts related to the service being performed

- **Think through transportation and logistics.** This may include gloves and other supplies, meals, parking, rain plan and so on.

ONCE SERVICE DAY SITE & DATE ARE CONFIRMED:

- **Confirm with service site the information to be used in marketing.**

- **Promote Service Day.** Make sure to have a sign-up mechanism, whether it’s in the form of a Facebook event posting, an Evite, a Google form, etc. Be sure to collect the participant’s t-shirt size (S–XL available).
2 WEEKS BEFORE:

- **Contact Scholars** for the Service Day Kit and social media guidelines and marketing support.

1 WEEK BEFORE:

- **Confirm participation**, correspond with participants and provide any training that might be needed.
- **Confirm final details with service site.** [Checklist for the site host](#).

DAY OF:

- **Welcome participants.** Distribute Service Day shirts and name tags, if needed. [Checklist for a successful Service Day](#).
- **Coordinate with site host.**
- **Ensure safety.**
- **Take at least 2 photos for social media:** 1 of participants with #ScholarsAt25 poster, and 1 of volunteers working. Post on social media using the hashtags #ScholarsServes and #ScholarsAt25. Remember to tag Scholars ([Facebook](#), [Twitter](#) or [Instagram](#))!

Questions?

Contact Ben Parks, Scholars assistant director, at [bparks@umd.edu](mailto:bparks@umd.edu) or 301-314-0176.