

# DAY OF ACTION

Use this worksheet to help you create a schedule and checklist for your service experience. Additions can be added as needed.

## SCHEDULE OF EVENT DAY

Time	Action	Who - Targeted Group	When - How Long
	Pre-Service Review	Leadership team	60 minutes before start
	Team Orientation	Planning team	30 minutes before start
	Volunteer Check-in	All volunteers	15 minutes before
	Event Orientation	All participants	5-15 minutes
	Service Experience(List all actions that need to occur)	All participants	30 minutes - 4+ hours
	Volunteer Reflection	All participants	10-15 minutes
	Final Cleanup	Planning team and volunteers	10-30 minutes

# PRE - SERVICE REVIEW

## 1. Review Worksheet 5 - Follow up

- a. Have all the resources you need arrived and are ready to be used?
- b. Have you connected with your contacts from facilities or collaborators to ensure everything is in place?
- c. Is any signage or other physical stations set up? (water stand, volunteer check in, etc.)
- d. Are all planning team members on-site?
- e. Verify data collection: Who is collecting photos, quotes, numbers, etc.?

## 2. Team Orientation

- a. Review safety protocols with the team.
- b. Review assignments and roles. Do volunteers know where and what they are supposed to do?
- c. Make adjustments based on current circumstances

## 3. Event Orientation

- a. Meet with volunteers and the planning team.
- b. Define goals, the project (work to be done), and set clear expectations.
- c. Identify bathrooms, medical personnel, and other important details.
- d. Break into groups and provide clear instructions.
- e. Assign mentors and role models for newer participants.

## 4. Service Experience

- a. Identify all service tasks, sequence of tasks and locations.
- b. Is transition time needed between tasks?
- c. Are snacks and water breaks necessary?
- d. Is one task dependent on another?

## 5. Reflection with Volunteers

- a. What did we accomplish?
- b. How did this impact the community and ourselves?

## 6. Final Cleanup

- a. Ensure all equipment and supplies are returned to the correct locations.

# DAY OF SERVICE - OPERATIONS PLAN CHECKLIST

Note: Few schedules go as planned. Adjustments may be necessary. Allow for flexibility.

Ready	Time Start	Done	Item	Responsible individual
<b>Pre-Service (On-site before the event)</b>				
			Supplies are all on-site and ready to use	
			Tools and equipment on site and ready to use	
			Site manager visit - Any updates?	
			Partnering groups visit - Any updates?	
			Planning team is on site and ready	
			Planning team orientation	
			Physical stations are set up and supplied	

# DAY OF SERVICE - OPERATIONS PLAN CHECKLIST

Note: Few schedules go as planned. Adjustments may be necessary. Allow for flexibility.

Service Experience				
Ready	Time Start	Done	Item	Responsible individual
			Event/Volunteer Orientation	
			Group Leaders - Prepared?	
			Start service experience	
			Tasks to be done:	
			Tasks to be done:	
			Tasks to be done:	
			Collect photos, quotes, observations	
			Review progress and make adjustments as needed	
Post-service Experience				
			Reflection with volunteers	
			Final cleanup	
			Check-in with Site Manager - Final Review	