

# VOLUNTEER PROJECT INFORMATION FORM

Thank you for volunteering for our upcoming service project. We have a wonderful project planned! Below are the details for the project. Please review the following information and contact us if you have any questions. We look forward to seeing you!

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Project Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Day of event phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency we are assisting: \_\_\_\_\_

What will we be doing: \_\_\_\_\_

What you should wear: \_\_\_\_\_

What you should bring: \_\_\_\_\_

Project site address: \_\_\_\_\_

Directions: \_\_\_\_\_

Where you should park: \_\_\_\_\_

If you have questions prior to the day of the project, please contact the project leader at the phone number or e-mail listed above. Plan to arrive at the project site prior to the start time. Check in at the volunteer registration area, where a team leader will greet you, answer any questions, and get you started.

## Timeline of Activity

\_\_\_\_\_ Volunteer check-in and registration

\_\_\_\_\_ Orientation to agency and project

\_\_\_\_\_ Serve!

\_\_\_\_\_ Clean-up

\_\_\_\_\_ Wrap-up, reflection, and evaluation