Global Days of Service 2016
Project Leader Responsibilities

Pre-Event: Site Identification

- **Identify service site in your area.** Examples include shelters for the hungry and homeless, conservation projects, women’s centers, and schools.

- **Reach out to the site.** Inquire with the service site to determine if they can take on volunteers for a day. Typical GDS sites require 3-5 hour commitments. Collect logistical details:
  - Physical address, day & time of service, and on-site contact information
  - What is the minimum & maximum number of volunteers they will accept?
  - What task(s) will volunteers be working on?
  - Are children (under 18) accepted as volunteers?
  - Is there parking and/or public transportation nearby?
  - If the site is outside, is the service weather-contingent?

- **Submit site details.** When you have collected the relevant details, please fill out the GDS Site Leader form. A BU representative will then follow-up with you to finalize any additional details before posting on our website.

Pre-Event Check List:

- **Introduction to alumni volunteers.** A few days before the project, we will send an email reminding volunteers of their registration and introducing you as the site leader. You should then follow up with an email to the group and provide final details concerning the service site as well as include your contact information for day-of communication.

- **Receive GDS materials from BU.** We will send you a package with GDS t-shirts for all volunteers, a list of registered volunteers, and any other relevant supplies for your site.

During Event:

- **Greet your fellow volunteers.** Arrive a few minutes early, meet the on-site staff member from the service site, greet volunteers as they arrive, and distribute t-shirts. Note which BU volunteers are present.

- **Take pictures!** Please take pictures of your group volunteering (with t-shirts on!) and encourage volunteers to Tweet and Facebook about what they’re doing. We’ll have a Twitter hashtag (#BUgds16), Facebook event, and Flickr stream all set up for GDS.

Post-Event

- **Let us know how it went!** Upload pictures on our social media platforms and let us know how many volunteers took part in your site. Connect to us with the hashtag #BUgds16.

- **Share Your Story!**