

Day of Service Process

Below is a suggested process list for churches planning a Day of Service for a public school. It's good to start planning two or three months before the service date, depending on the size of the project and the number of volunteers you expect.

1. Work through the "Prelaunch Planning" page (see *Strategic Planning*).
2. Work with the school and church leaders to identify a date for your Day of Service.
3. Communicate a "Save the Date" for the Day of Service to the church community and any other target groups.
4. Work with the school to develop a Scope of Work document. (This is a list of all projects that will be undertaken on the Day of Service.)
5. Identify and recruit Team Leaders for each area of work (for example, landscaping, painting or cleaning). See example Team Details document for ideas about how to organize teams (document below).
6. Work with each Team Leader to identify what volunteers, supplies, equipment and documents they will need to have available, and what their volunteers will be expected to bring with them.
7. Initiate Day of Service promotion and volunteer recruiting within the church and with any other target groups.
8. Work with Registration Team Leader on creation of waivers, registration cards, spreadsheets, etc., needed for volunteer processing.
9. Meet with school and district facilities staff to find out any requirements and parameters related to the scope of work (for example, scrubbers may be excluded for cleaning, heavy equipment may be prohibited, etc.). Make sure that it's clear who is supplying which equipment and materials. If painting is part of the scope of work, clarify expectations on paint colors.
10. Work with Team Leaders and the Procurement Team on procurement and purchase of supplies and rental of any needed equipment.
11. Do a walk-through of the school with Team Leads, showing them all identified areas of work and allowing them to ask questions.
12. The day before your Day of Service, stage all supplies and equipment at the school in such a way that they will be easily accessible for the volunteers and managed by Team Leaders.
13. Day of Service: We recommend a three- to four-hour time window for volunteers to be present, and for all leaders to arrive onsite one and a half hours ahead of time for last-minute setup.