

## 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.

## **Day of Service**

### **Equipment and Materials List**

Below are some equipment and materials that you may find helpful to have available at your Day of Service. Note that many, but not all, of the items are things that volunteers could easily bring from their homes for their own use during the Day of Service. We recommend encouraging volunteers to label all items that they bring from home.

#### **Landscaping**

##### **Equipment:**

- Wheelbarrows
- Shovels
- Hoes
- Hedge trimmers
- Leaf rakes
- Edgers
- String trimmers
- Gas Cans
- Buckets (for weeders)
- Garden gloves
- Dumpsters (probably provided by the school) for yard debris
- Brush or lawn Mowers

##### **Materials:**

- Bark dust or mulch
- Landscape fabric
- String trimmer refills

#### **Cleaning**

##### **Equipment:**

- Buckets
- Sponges
- Rags
- Putty knives
- Spray bottles
- Ladders

##### **Materials:**

- Cleaning solutions will likely be supplied by the school; most districts will require use of school-supplied cleaning chemicals
- Rubber or latex gloves

## **Painting**

### **Equipment:**

- Paintbrushes
- Paint rollers
- Paint roller pans
- Roller extension poles
- Quart-sized paint containers for trim work
- Ladders
- Scrapers

### **Materials:**

- Painters tape
- Drop cloths
- Disposable sponge brushes
- Paint
- Rubber or latex gloves
- Stir sticks
- Paint can openers

## **Snacks and Beverages**

### **Equipment:**

- Wagons for delivery of snacks and water
- Large buckets for delivery of snacks and water
- Coolers

### **Materials:**

- Bottled water
- Trail mix
- Other individually packaged snacks

## **Day of Service** **Volunteer Positions**

Below are some of the volunteer positions that you might find helpful for effective implementation of your Day of Service:

### **Day of Service Director**

- Wants to help the church have a positive impact in a school community through service.
- Duties: To take the vision and goals of Day of Service and make them reality through effective planning and leadership.
  - Primary point of contact for the school's Site Coordinator re: the Day of Service
  - Works with the Site Coordinator to promote the Day of Service within the church
  - Oversees volunteer signups and work assignments
  - Oversees communication with volunteers, school and church
  - Oversees development of work plans
  - Oversees equipment and materials procurement
- Skills needed: Strong leadership, planning, interpersonal and problem-solving skills.
- Hours required: 10-40 hours/week leading up to Day of Service (depends greatly on size and scope of work); 6-8 hours on Day of Service itself.
- The Day of Service Director should be a proven leader within the church community.

### **Team Leaders**

- Wants to help church teams have a positive impact in a school community, using skills and area expertise to do so.
- Duties: To provide leadership for a certain category of work (for example, landscaping).
  - To create a work plan for area of expertise
  - To lead work through implementation of the work plan
- Skills needed: Strong leadership, planning and problem-solving skills, strong knowledge of area of work.
- Hours required: ± 5 hours/week leading up to Day of Service; 5-7 hours on Day of Service itself.
- Team Leaders should be proven leaders in the church community with area expertise where needed (especially landscaping and painting).

### **Team Captains**

- Wants to help church teams have a positive impact in a school community.
- Duties: To provide leadership to a team of volunteers on the Day of

Service within a certain physical space. (for example, painting the band room).

- Skills needed: Strong leadership and interpersonal skills, a functional knowledge of their area of work.
- Hours required: ± 5 hours the week before Day of Service; 5-7 hours on Day of Service itself.
- Team Captains will be trained by Team Leaders the week leading up to Day of Service.

### **Registration and Volunteer Coordinators**

- Wants to help volunteers get smoothly connected to Day of Service work teams.
- Duties: To organize and implement the registration process for Day of Service volunteers.
- Skills needed: Administrative, planning and strong interpersonal skills.
- Hours required: ± 8 hours the week before Day of Service; 5-7 hours on Day of Service itself.
- Registration Volunteers will receive training from their Team Leader the weeks leading up to Day of Service.

### **First Aid Volunteers**

- Wants to help the church serve a school community with a smooth-running Day of Service through planning and preparing for minor injuries.
- Duties: To plan for possible injury during Day of Service by obtaining appropriate first aid equipment, and to be available during Day of Service to treat minor injuries.
- Skills needed: Medical training (registered nurse, doctor or EMT).
- Hours required: ± 3 hours the week before Day of Service; 4-6 hours on Day of Service itself.
- Medical training should be fully completed before first aid volunteers serve in this capacity.

### **Equipment Manager**

- Wants to help the church serve a school community with a smooth-running Day of Service through effective equipment management.
- Duties:
  - To manage the procurement of any necessary large equipment needed for Day of Service
  - To track the location of the equipment during Day of Service
  - To ensure that all equipment is returned to its owner in its original state
- Skills needed: Administrative and planning skills, and a functional knowledge of the types of equipment being used.
- Hours required: ± 5 hours/week leading up to Day of Service; 5-7 hours on Day of Service itself.

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- The Equipment Manager should be a trusted, administratively minded person within the church community.

### **Landscaping Volunteers**

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on exterior landscaping projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

### **Cleaning Volunteers**

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on cleaning projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

### **Painting Volunteers**

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on painting projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

### **Procurement Team**

The Procurement Team (see *Strategic Planning* for Volunteer Organization) should be contacted and available to help obtain donations of equipment, paint, etc., as well as food and water for the Day of Service, as they're able.

### **Transportation Team**

The Transportation Team (see *Strategic Planning* for Volunteer Organization) should be contacted and available to help transport equipment and other goods as needed.

## **Day of Service** **Additional Requirements**

Below are some additional resources that may be helpful to have available for executing a successful Day of Service:

**Financial:** It is possible to execute a great Day of Service with little or no cash layout on the part of the church. There are two ways to accomplish this:

1. If work is limited to those things that require only equipment that people can bring from home (such as shovels or buckets) and no one-use materials that would need to be purchases (such as paint or painters tape) are required, a Day of Service can be a very low-cost project.
2. Many times paint stores and other local small businesses are willing to donate supplies for Day of Service projects at public schools they support. Larger chains stores have an application process that can require up to three months of advance notice, but they can be very supportive of these types of projects as well.

If neither of these options is a good fit, the church will likely want to budget a certain amount of money for materials, water and snacks, etc. The school itself may also have a small budget available for paint and other items.

**Facilities:** The only facilities needs for Day of Service would likely be a space onsite at the school to store equipment and materials for a day or two preceding the Day of Service.

**Partnerships:** Depending on the church's goals, developing partnerships with other churches and organizations can be a helpful way to execute a successful Day of Service. For example, partnering with the parent-teacher organization can help promote the service day as well as to help the school connect with the parent community. Partnering with another church can help to ensure a greater turnout of volunteers and lessen costs.

## Day of Service

### General Information & Resources

#### General Considerations

**Seasons:** Staging a Day of Service at the end of the summer can help schools get ready for the first day of the school year, but it can be a challenge to get volunteers during that time. Sometimes a campus will have seasonal work, such as raking in the fall, that could provide a defined scope of work for a church wanting to support the school.

**Facility access:** As a Day of Service will likely take place on a non-school day, school staff will need to be available to facilitate access to the building. Most districts require a school administrator as well as a custodian to be present for the Day of Service.

**District permission:** The school district may require a use-of-building permit for the church to stage the Day of Service. This is an easy administrative requirement, but one you will want to make sure to comply with. Your school contact will be able to provide more information on this.

**Special transportation:** If the school where you are staging the Day of Service is a significant distance from the church or has limited parking, buses, vans or carpools may be a helpful way to get volunteers to the work site.

#### **Important relationships to build:**

- Vice principal
- Principal
- Head custodian
- Office staff

#### Mistakes to Avoid

**Overcommitting:** *Only commit to those projects that you're confident can be completed in the course of the Day of Service, or have a plan in place ahead of time for those projects that cannot.*

**Under-planning:** *Having enough work for all volunteers to do is equally important. It might be helpful to have some back-up projects planned in the event that all first-priority projects are completed earlier than expected.*

#### Resources Below

Volunteer Check-In Flow Sample Document  
Sample Donation Letter

**DAY OF SERVICE**  
**VOLUNTEER FLOW (SAMPLE)**  
From Arrival to Work Site

Volunteers **arrive**, entering the school's front courtyard.



Volunteers **sign the school district's Hold Harmless** forms at tables in front of courtyard.



Volunteers **go to Registration**. If preregistered, they pick up their preprinted nametag and go to the next step. If not, they fill out a registration form while a volunteer creates their nametag.



Volunteers **check in with their Team Leader** at either the Interior Painting, Exterior Painting, Cleaning, Landscaping or Window Washing tables. Leaders direct them to needed supplies, then to their area's Team Captain.



Volunteers **proceed to work area**, check in with their Team Captain and start working.

# ROOSEVELT HIGH SCHOOL

## Volunteer Clean Up Day

On June 20<sup>th</sup>, SouthLake Church, the St. Johns community and RHS Alumni, will be bringing together more than a thousand volunteers for a clean up event benefiting Roosevelt High School.

**When: Saturday, June 20, 2009**  
**9am – 1PM**

**Where: Roosevelt High School**  
[REDACTED]  
**Portland, OR 97203**

### **Agenda:**

9:00 am – 12:00 pm

Teams of volunteers tackle general cleaning, painting, gardening, light maintenance and general image uplift projects

Noon – 1:30 pm

BBQ lunch for volunteers provided by SouthLake

Entertainment provided by Roosevelt High School Musicians

Families are encouraged to attend—activities for children included

### **How Can You Help?**

- We are happily accepting donations of supplies (cleaning supplies, rubber and gardening gloves, tools) and materials (paint, tape, drop cloths, paint brushes, scissors, colored paper for bulletin boards, staplers etc.) for the clean-up and maintenance projects.
- Donations of food or beverages to help feed the volunteers after the event are also welcome.

We are preparing for up to 1,000 volunteers. Your donations will help make this event a success. Thank you for your generosity!

**Roosevelt High School Tax ID #:** [REDACTED]