

General Volunteer Guidance

Site: _____

Date: _____

Time: _____

*Volunteers are permitted to come / go as they please within the designated volunteer time frame

Before volunteers arrive:

- Take Before Photos of the work site conditions
- Prep a space for your materials, if possible a sign-in table. If no table is available, then designate a spot with your materials and check in person
- Review work plans / scope of work for the event

As volunteers arrive:

- Check-in volunteers on provided roster and collect Waiver forms if needed

If anybody arrives who is not on the roster:

- Verify they are wearing boots/closed-toe shoes and long pants
- Have them “register” for the event from the website **OR** fill out and sign Volunteer Waiver Packet + add to roster

Start of Event: *(once all volunteers are gathered)*

- Introduce yourself, your position with Howard Ecoworks and thank volunteers for coming out to spend the afternoon volunteering their time for our 5th Annual Service Day Event!
 - Mention timeframe of event (12:00-2:00pm) and if anyone needs to leave early they should check out with the leader prior to leaving
- Brief overview of project site, scope of work, and goals for the event- *see site map/work plan
- Safety review
 - Review proper / safe tool usage for tools to be used
 - Review any worksite hazards (poison ivy / bees / etc.)
 - Mention of first aid kit / water cooler locations
 - Hand out PPE (safety vests / gloves / other if needed)
- Group photo!**- *or save for the end but sometimes people leave early*

- Break into groups (*if applicable*), enter the work site, and provide demonstration of activities at hand- **project specific**
 - Review boundary of site / project, reminder of tasks at hand
 - Plant ID for target species
 - Removal techniques
 - etc...
- Ask if there are any questions before letting them get to work!

During Event:

- Take photos: before/after of activities, people working (candid/posed)
- Monitor volunteers for safety and accuracy of work
- Ensure volunteers are having fun, keep them company and conversate
- Answer any questions that may arise
- Regular time updates for everyone ($\frac{1}{2}$ way through event, 30 mins left)
- Collect metrics! (# of bags being filled, # of trees being saved, etc.)

End of Event: *start process about 15-20 minutes before event end time- amount of time needed may depend on clean up needs / amount of volunteers / distance from parking

- Announce clean up time to all team leaders / volunteers + commence process
- Take an after photo - preferably a group photo with people and collected debris in it and/or of the work site
- Collect any final metrics data from volunteers
- Collect all safety gear / tools and mark on inventory sheet
 - If any items are missing:** ask around, check work site, or file report
- Volunteers may want a site supervisor to sign an SSL sheet- ask group if this applies
- Closing Remarks: Thank you for coming! Future Volunteer events:
 - **Encourage them to sign up for our newsletter to keep in the loop**
- Ensure everyone who signed in has signed out and left the work site