



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

RUN PROJECTS CHECKLIST

This checklist ensures all tasks are completed to run the project successfully.

| | X | TASK TO COMPLETE | WHO | DUE BY |
|------------------------------|---|--|-----|--------|
| PLAN AND RUN PROJECTS | PLAN PROJECT DETAILS | | | |
| | | Review <i>Project-on-a-Page</i> (with community partner where appropriate) | | |
| | | Review <i>Safety Questionnaire</i> and put in place recommended precautions | | |
| | | Have safety check-in with Y Staff Advisor | | |
| | RECRUIT MEMBER VOLUNTEERS | | | |
| | | Publicize and promote project/event | | |
| | | Y Staff Advisor checks in with the Y's public relations staff | | |
| | | Register members to volunteer | | |
| | FINAL PREPARATION BEFORE PROJECT KICKOFF/EVENT | | | |
| | | Check site arrangements, transportation and parking (where applicable) | | |
| | | Send reminder of event details to registered volunteers | | |
| | | Coordinate with community partner liaison | | |
| | DAY(S) OF THE PROJECT/EVENT | | | |
| | | Post signage & review event/project schedule | | |
| | | Have each volunteer sign a <i>Liability and Photo Release</i> | | |
| | | Warmly greet volunteers (with partner representative when appropriate) | | |
| | | Event lead addresses: <ul style="list-style-type: none"> • Safety reminders and protective gear, if any • Location of water fountains and bathrooms • Specific tasks to be completed Divides group into smaller work teams if necessary | | |
| | | Take photos and video of volunteers, share on social media | | |
| | | Gather volunteers and use the <i>Reflection Tool</i> to share insights from the experience. | | |
| | | Thank volunteers for their participation | | |
| | Track number of volunteers, contributions, etc. | | | |

| | | | | |
|-----------------------------|--|---|--|--|
| REPORT AND CELEBRATE | AFTER THE EVENT/PROJECT | | | |
| | | Collect and report number of volunteers, volunteer hours, contributions, story and fidelity report to Y-USA | | |
| | | Contact no-shows (where appropriate) | | |
| | | Recognize and thank volunteers & partner with results summary communication | | |
| | | Celebrate participant volunteers | | |
| | Share story of project within your Y to promote next project | | | |