



## OSU Days of Service | Site Leader Tips

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Thank you for your willingness to participate in the OSU Days of Service. It is with support from Beavers like you that we are able to make a difference in the world – thank you! Below are tips to help make your volunteer project a success.

### FINDING A PROJECT SITE

- Pick a place that means something to you. Somewhere you love to go that may need a few extra volunteer hours. A favorite park, a zoo, a community center, etc.
- Talk to other alumni or friends in the area to solicit ideas for non-profit project sites in your area.
- Your local United Way or other social service organizations such as Rotary and Kiwanis clubs may have suggestions as to who to work with. Suggestions could include local schools, nursing homes, humane societies and city parks.
- Partnering with a local club such as Rotary, may allow you to plug into an already existing service project. This may free you to concentrate on finding volunteers while the local club works on site logistics.

### APPROACHING AN ORGANIZATION

- Before calling an organization, determine who may be the best person to talk to. Look for a volunteer coordinator or a top-level administrator to find out who may be your best contact.
- When approaching an organization to talk about the OSU Community Day of Service, tell them the event will be part of a national service day sponsored by the OSU Alumni Association. On this day, beavers across the nation and the world will be volunteering to make a positive impact in their local community.
- Ask about what kind of work is available. Find out the number of people they can accommodate and skills needed. Keep in mind that some volunteer groups will have elderly individuals, children and folks with varying levels of abilities.
- Ask about parking, attire, needed supplies or tools and if there is a place to gather for lunch or refreshments at the end of the day. (Don't forget sunscreen or bug spray!)
- Have a "bad weather" plan in place if your project site is outside. (ie: *we meet rain or shine, or in case of rain call..., concerned about the weather, call your OSUAA representative for updates*)



## COMMUNICATION WITH OSUAA

- Keep in communication with your OSUAA representative regarding the chosen site and volunteer registrations.
- Solicit local business for food donations. As a special thank, coordinate donations for snacks for your volunteers. Your project site may have suggestions as to whom to ask for donations. Folks may not want to stay and eat as a group, so providing food that they can take as they leave is best. Food suggestions include:
  - coffee
  - breakfast bars/scones/muffins
  - small sandwiches
  - Chips, protein bars and/or whole fruit like apples, oranges and bananas
  - bottled water
- Stay in contact with your OSUAA representative for last minute questions, dilemmas, etc. the day of.
- If anyone asks about how they can stay connected to OSU and the OSUAA, feel free to share our phone number and email address. We will be happy to talk to them about the association and how they can stay involved.
- Let us know how you did! We love to know fun statistics such as: number of plants planted, pints of blood donated, books read aloud, meals delivered, gardens weeded, gallons of paint used, nails pounded, etc.