

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 20th, 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]