

Quick Guide – Agency Coordinator

Important Dates

January or February	Attend a new coordinator training session (if needed)
February 24	Projects listings due on Volunteer Now
March 3	Final project review
Week of March 3	Project Match Week (companies only) <ul style="list-style-type: none">• Platinum presenting sponsor – Early Bird Match• Gold sponsor – Mar 4 & 5• Silver Sponsor – March 6 & 7
May 1	Project site visits complete
May 8	Day of Caring
May 16	Volunteer hours due

Planning Checklist

- ✓ Make a list of projects—nothing is too small or too big!
How many volunteers? What types of projects? How long? What time of day?
- ✓ Provide necessary tools and materials to complete projects unless otherwise noted in your project description.
- ✓ Designate a lead for each project and project site to serve as primary contact for company coordinators while volunteering.
- ✓ Communicate between volunteers and company project leads.

Questions? Contact:

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