

Site-Leading Basics

Timeline of “Do’s”

1. Appoint a site-leader *at least 2 days* before a project
 - a. Be direct
2. Only send out the site-leader reminder email if you are *physically* attending the project **AND** site-leading it.
3. Only input hours for a project if you site-led it
 - a. Input within 24 hours; try to right after a project!
4. Submit hours and send a thank you email out **within 48 hours** of project completion
 - a. BRIEFLY: Recap, how volunteers helped, what it means
5. If project was canceled, mark it on the calendar.

“Do Nots”

1. Never send out a reminder email if you are not the site-leader for a project (even if you are the person who set up the project)
 - a. Communicate with CMs beforehand (reminders)
 2. Don’t input hours for a project *unless you site-led it*
 3. Never appoint a volunteer as site-leader if they have never been to the project before, especially when there is another volunteer signed up who has attended the project before
 - a. LT resources
 - b. Again, be direct
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Devolution of “Whom to Contact” for Site-Leading:

1. The person who *sets up the project* and *is attending* the project
2. A person who has attended the project before
 - a. A person who is on the committee and has attended before
 - b. A person who is not on the committee and has attended before
3. A person who is on the committee
4. *If none of the volunteers are on that committee and none of them have attended the project before*, then any committee member who has site-led a project before should be appointed site-leader.
5. *If there is no committee member attending the project*, FIND ONE TO ATTEND.