

Quick Guide – Agency Coordinator

Important Dates

January or February	Attend a new coordinator training session (if needed)
February 28	Projects listings due on Volunteer Now
Week of March 3	Project Match Week (companies only) <ul style="list-style-type: none">• Presenting sponsor – Early Bird Match• Supporting sponsor – Mar 9 & 10• T-shirt sponsor – March 11 & 12• Team sponsor – March 13
May 7	Project site visits complete
May 14	Day of Caring
May 22	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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