

Nonprofit Partner New Student Service Day Tips

Thank you for your interest in hosting our CWRU student volunteers! Below are common tips we have found helpful when crafting a service day project. Please contact erin.corwin@case.edu with questions.

- **Project examples:** Service day projects often entail gardening/landscaping, cleanups, sorting, socializing with clients, data entry, craft prep, event setup/cleanup, light construction, greeting museum visitors, and more (tasks that a one-time volunteer group could complete in a few hours of service).
 - **Process:** You will receive a confirmation email shortly after the submission deadline on whether or not your project has been accepted. Due to transportation constraints, we may be unable to accommodate projects significantly far from our campus. New students begin registering for projects in July, and we typically know registration numbers by early August. Projects with only a limited number of volunteer sign ups may need to be canceled. Erin Corwin will be the liaison between your site and the student volunteers and will keep both parties updated via email leading up to the event. Please notify her right away if project details change. There will be at least two upper-class student Orientation Leaders assigned to your group as on-site point people to help you with day-of project coordination needs, and you will receive CWRU staff emergency numbers for day-of issues. We send students to your project location rain or shine that day unless CWRU staff hear otherwise from you that morning.
 - **Timing:** Service projects run from approximately 10 a.m. to Noon. Students will arrive to your site via walking, public transit, or school bus. Depending on what stop your project is on the school bus, students may arrive slightly before or slightly after 10 a.m. On-campus information sessions can run a shorter amount of time. Please specify on your proposal form how much time you need for an information session. It is recommended that you build in a few extra minutes of buffer for your project in case the group is delayed and arrives late to the site.
 - **Volunteer requirements:** Please include in your project proposal form if you have strict volunteer requirements (closed-toe shoes, long pants, a waiver that needs to be brought completed to the site) and/or work conditions (prolonged outdoor work, standing, lifting, stairs, loud environments, etc.) that are helpful for potential volunteers to know when selecting a site.
 - **Supplies:** We have a limited number of work gloves, rakes, hand trowels/shovels, and craft supplies (glue, scissors, markers) that we are able to send with the volunteer groups to borrow for sites who request these items on their proposal form. All other supplies (special tools, paint, etc.), we ask be provided by the partner site. If your project involves outdoor work, providing bug spray and sunscreen to volunteers is encouraged. Please also consider providing water and snacks and encouraging rest breaks as needed if your project involves prolonged outdoor work.
 - **Day-of staff support:** Please ensure you have a staff member or lead volunteer from your organization able to serve alongside the students that day to provide direction. Traditionally, projects involving flyering or canvassing without staff guidance have not been a match with this service day. Please also ensure staff remains on-site for the duration of the service experience.
 - **Encourage further engagement:** Our volunteers always appreciate hearing at site an overview of your mission and how the project is supporting that mission as this helps put their work in context and encourages more thoughtful engagement. We are unable to share student contact information with partners; however, please feel free to pass around an optional sign-up sheet on the day of the event in case students would like to stay engaged.
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- **Photos:** Please share with CWRU staff after the event any photos you may have taken throughout the day as we will post these on our social media accounts. If you intend to invite any media to your project, please let us know well in advance of the event.
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Safety Agreements for Hosting a Service Day Project

We ask that participating organization agree to provide a safe, healthy, and productive environment for CWRU volunteers and to provide general oversight, support, and guidance for the volunteer activities hosted by the organization in accordance with these safety requirements.

- Ensure you have a staff member from your organization or an experienced, lead volunteer who has been trained by your staff to work alongside the students and provide direction and oversight during the project.
- Refrain from having volunteers lift significantly heavy objects (e.g. appliances), pick up/work with potentially hazardous materials (chemical solutions, needles, glass), or climb heights as these could lead to injury. Provide an orientation on proper use of any tools (e.g. loppers, shovels), including staying a safe distance from other volunteers when using a tool. Show volunteers potential outdoor safety hazards such as poison ivy and insect nests so they can avoid working in those areas. Please note students are not permitted to mow lawns or work with other potentially hazardous equipment.
- If your project requires volunteers to divide up on-site to work within a designated vicinity, please indicate this on your proposal form, and ensure that no volunteer is left working alone (pairs or small teams are best).
- In case of an off-campus medical or safety emergency, immediately call 911 and report the situation to CWRU staff. In case of an on-campus medical or safety emergency, immediately call campus police (216-368-3333) and report the situation to CWRU staff.