

## YBAA's Yale Day of Service, Action Plan timeline

<b>Action</b>	<b>Responsible Party</b>	<b>Proposed Start Date</b>	<b>Anticipated Completion Date</b>
1) Identify prospective Day of Service (DoS) coordinators and projects. Connect Site Coordinator with the AYA Regional Day of Service Director to begin discussion of projects. Seek assistance and guidance from the AYA, as needed.	Local Chapter Coordinator	October	January
2) Prepare an overview of the project to explain the event to the general public and to be used to recruit partners and volunteers for the event. Sample available.	Local Chapter Coordinator	January	February
3) Post event on the AYA website	Local Chapter Coordinator	January	February
4) Monitor volunteer sign-up. Regularly communicate with volunteers regarding the event.	Local Chapter Coordinator	January	February
5) Develop DoS partnerships with community agencies and/or other SIGs, as appropriate.	Local Chapter Coordinator	January	May
6) Create a committee to plan and conduct the event. Prepare a project implementation plan which delineates and divides duties. Include AYA suggested deadlines. Sample available.	Local Chapter Coordinator and Planning Committee	February	March
7) Develop meaningful job duties for volunteers. Include set up, during event and clean up tasks. Include a site supervisor and a photographer. Make it	Local Chapter Coordinator and Planning Committee	February	May

<p>clear that participating in the project includes donating items/supplies needed.</p>			
<p>8) Devise advertising material, (flyers, letters, email blasts), identify other advertising sources and opportunities within and outside of the Yale community. Notify the local press.</p>	<p>Local Chapter Coordinator and Planning Committee</p>	<p>February</p>	<p>May</p>
<p>9) Compile a specific list of needed items for the event, including all supplies and equipment, attendee handouts/material, refreshments, etc.</p>	<p>Local Chapter Coordinator and Planning Committee</p>	<p>March</p>	<p>April</p>
<p>10) Launch item solicitation and/or fundraising efforts to obtain needed supplies and equipment and other donations. May require writing letters to corporations/companies.</p>	<p>Local Chapter Coordinator and Planning Committee</p>	<p>No later than March</p>	<p>May</p>
<p>11) Create/Order venue decorations. Order refreshments.</p>	<p>Local Chapter Coordinator and Planning Committee</p>	<p>April</p>	<p>May</p>
<p>12) Identify needed DoS volunteer items (pins, hats, t-shirts). Order from AYA and/or the YBAA online store.</p>	<p>Local Chapter Coordinator and Planning Committee</p>	<p>April</p>	<p>May</p>
<p>13) Prepare/Compile administrative material (sign in sheets, liability waivers, certificates of participation). Most of these materials are available from the AYA.</p>	<p>Local Club Coordinator and Planning Committee</p>	<p>April</p>	<p>May</p>

<p><b>14) Hold event.</b></p>	<p><b>Local Chapter Coordinator, Planning Committee, and Volunteers.</b></p>	<p><b>MAY 2016</b></p>	<p><b>MAY 2016</b></p>
<p><b>15) Determine follow-up/ongoing activities, if any. Identify partners/organizations to participate in follow up. Establish follow-up guidelines.</b></p>	<p><b>Local Chapter Coordinator and Planning Committee.</b></p>	<p><b>May</b></p>	<p><b>June</b></p>
<p><b>16) Thank all partners/volunteers.</b></p>	<p><b>Local Chapter Coordinator</b></p>	<p><b>May</b></p>	<p><b>June</b></p>