

SITE-VISIT CHECK-LIST

for NewtonSERVES 2010 Project Leaders &/or Liaisons

NEW EASY Directions:

Form to be filled out by Project Leaders (or Liaisons acting also as Leaders) & Citizen Initiative Leaders. Please visit the Project site and compare project to Project Application. Provide **brief answers, many are yes!** Return form (see bottom). **Goal** is to be sure the event runs smoothly and volunteers are happy!

Project Name: _____ **Your Name:** _____

Your phone #: _____ **and Email** _____

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|---|-------------------------------------|
| <p>General Preparation – Please confirm</p> <p>Will the Project Partner Liaison be on-site Sunday, 4/25 from opening to closing? Are the hours for this project, listed in your application, correct? (ex: 9:30 - 12:30) Will the Project Partner Liaison explain to the volunteers the mission and the importance of the service being done?</p> | <p><u>BRIEF ANSWERS:</u></p> |
| <p>Transportation</p> <p>What is the estimated time for commuting from City Hall to your site? Do you have places for people to park? Do you foresee any problems? (Our Logistics Committee will provide maps to Project Site as needed)</p> | |
| <p>Site Layout -</p> <p>Tour the Project site / work area & PLEASE NOTE THESE DETAILS: Do you know where the volunteers will gather for initial intro & instructions? <u>If outdoor project</u>, do you know where the nearest bath rooms are located? <u>If inside project</u>, do you know: Which doors will be unlocked? Will you have signage? Where are bathrooms? Where are water fountains? NOTE: If water &/or electricity is being use, be familiar with source location.</p> | |
| <p>Project Logistics</p> <p>Do you have any concerns about the work that will be accomplished? Do the tasks require more than what volunteers can generally help with? <u>Look at the Project Application and confirm that the answers to these questions are still correct :</u> Is the site handicapped accessible? If an outdoor project, can it be done in light rain or shine? If not, is there an alternative project indoors? If there is an alternative project, what is it?</p> | |
| <p>Tools & Materials</p> <p>Confirm that the Project Application has the correct answers for the following: <u>The application correctly indicates what tools and materials the agency will provide, and what materials/tools will you and the volunteers need to bring?</u> (Any idea as to how the volunteers will know what to bring?)</p> | |
| <p>Lunch (only ALL day projects)</p> <p>If Project Partner said they'd provide lunch for volunteers, are they still planning to? If not providing lunch, are there nearby eateries? Can volunteers clean-up?</p> | |
| <p>CONCLUSION</p> <p>Are there any items requiring more information or action?</p> | |

PLEASE PRINT CLEARLY & return (ASAP or by April 15) to:
Office for Volunteer Services, City Hall, 1000 Commonwealth Ave., Newton, MA 02459
Phone 617-796-1290, FAX 617-796-1293, Email newtonservices@newtonma.gov