

SPARTAN DAY OF SERVICE

Site Leader Information

- **Find your spot:** Sit by your Volunteer Site Sign in the Business College Complex, room N130.
- **Intros:** Make sure you introduce yourself to the group and let them know if they have any questions, you are the person to ask.
- **Boarding:** Once your volunteer site is dismissed, follow group through lunch line and direct students to the bus.
- **Get contact info:** Once on the Bus make sure you get **the bus driver's cell phone number**.
- **Focus:** Once at the site keep group on task.
- **Breaks:** Make sure you take a lunch break 30 min max and take breaks throughout the day.
- **Call for pick-up:** At 1:45pm, please **call the bus driver** and let them know that you are ready to be picked up. **There may be more than one volunteer site on your bus;** please have the driver pick up in the order they dropped you off.
- **Injury or Incident:** In case of Injury or Incident, please follow **Safety Tip #5** on the MSU Days of Service: Seven Tips on Safety Sheet provided. This is mandatory!
- **Post Service Survey:** Please have all student participants fill out the Exit Survey via the QR Code in your packet on the way back to campus.
- **Return materials:** Please drop off all packet materials to:
K.C. Keyton
Student Services Building
556 E. Circle Drive – Suite 101 Office 101A
East Lansing, Michigan 48824
- **Due date:** Please have all materials returned and delivered by 10/10/26.

Thank You,

K.C. Keyton

Assistant Director for Student Volunteer Programs

