

Greetings Site Leaders!

We've gathered all your need to know information for today on this page. Please read through the Site Leader Information & Safety Tips below, so you're prepared for your upcoming day of service! It may be helpful to save this page to reference back to later.



Day of Service Contact: For any emergencies, questions or concerns, please reach out to KC Keyton at [\(517\) 202-0537](tel:5172020537) or via email at keytonkr@msu.edu.

Before You Volunteer - The Need to Know Site Leader Information

Day of Service Site Leaders are assigned to help organize the groups of Spartan volunteers. Site Leaders will sit with their groups at the Day of Service kick-off event, and help direct them to the correct bus.

Site Leaders are responsible for emergency and incident reporting for their site location (form is embedded within the Site Leader Survey), and will contact their group's bus driver for pick up when their project is completed. Before the site group boards the bus, Site Leaders are responsible for completing the Site Leader Survey and distributing the Day of Service Exit Survey to all volunteers within their site group.

The Site Leader Survey should be completed by the location's Site Leader before the end of the day, by the time your group is boarding the bus back to campus. The QR code leading to the Site Leader Survey will be provided within the Site Leader packet on the Day of Service.

A separate QR code leading to an Exit Survey for volunteers can be found both within the Site Leader Survey and the Site Leader packets provided on the Day of Service. **This should be shared with your volunteer group, also before boarding the bus.** An on site incident reporting form will be available on the online Site Leader Survey, fill out this form in cases of onsite incident or emergency.

Site Leaders are a vital component of Days of Service, acting as our main onsite contact person during service work and our Day of Service would not be possible without help from students like you! On behalf of the MSU Center for Community Engaged Learning (CCEL), thank you for your participation and facilitation in CCEL's Day of Service.

If you have any questions, or wish to volunteer as a Site Leader for our next Day of Service, please contact KC Keyton at keytonkr@msu.edu for further information.

Site Leader General Information

- Find your Pick-Up Site: Register/check-in at the Spartan Days of Service kick-off event held in **XXXX**. If you volunteered to be a Site Leader ahead of time, you will receive your Site Leader materials at registration/check-in. After receiving your materials, seat yourself in the auditorium in your site's designated area and wait for your group to be dismissed by KC.
- Boarding: Once your volunteer group is dismissed by KC (listen for your volunteer site), direct your group through the lunch line and to the appropriate bus.
- Intros: Introduce yourself to your site group of volunteers. Let them know to take any questions/concerns to you
- **Driver's Contact Info**: If you don't already have it from your physical Site Leader packet, get the bus driver's cell number. You'll need this to notify them of the pick-up time later on.
- Focus: Work to keep your volunteer group on task and problem solve where needed.
- Breaks: Be sure that everyone takes a 30 min (max.) lunch break and encourage breaks throughout the day, as needed.
- Call for Pick-Up: At 1:45 pm, call the bus driver. Let them know your group is ready for pick-up. If your bus transported volunteer groups to multiple sites, please ensure the bus driver picks up the groups in the order they were dropped off.
- **Injury/Incident**: In cases of injury or on-site incidents (such as scrapes, cuts, or a near injury onsite), please refer to Safety Tip #5 from the **Seven Tips on Safety**, on the next page.
- **Exit Survey**: When your volunteer group is finished with their service, please direct all volunteers to complete the Day of Service Exit Survey. An Exit Survey QR code will be provided within the Site Leader packet on the Day of Service.
- **Due Date**: Your Site Leader materials should be returned to KC Keyton at the Student Services Building, Suite 101, Office 101L (556 E. Circle Dr.) by the Friday following the Day of Service.

Seven Tips on Safety

- 1. Always check the weather and dress appropriately for the forecast. It is okay to bring extra layers or an umbrella.
- 2. Make sure you are wearing appropriate clothing for the volunteering activity (Ex: spring-time garden cleanup may call for work shoes/boots you don't mind getting dirty, long sleeve shirts, and jeans or long pants.
- 3. Always ask questions at the service site to be prepared for emergency procedures, what to handle/not handle, if gloves/other equipment is needed.
- 4. Do not leave your volunteer group and keep everyone on-site. If someone must leave, be sure they know to inform their Site Leader beforehand.
- 5. **In case of emergency, injury, or incident** (such as scrapes, cuts, or a near injury onsite), please immediately report all instances (even minor ones) to your Site Leader. The Site Leader must contact the event organizer (KC) via phone call: (517) 202- 0537, and complete an incident report form, via the Site Leader Survey QR.
- 6. Keep the group on task and do not do work outside of the original plan.
- 7. Avoid verbal/physical contact with persons outside of your volunteer group.