

Maryville Reaches Out Team Leader Checklist 2014

Thank you for your willingness to serve as a Maryville Reaches Out Team Leader. We hope this checklist will clarify the duties of this role.

Team Leaders will be asked to:

- Attend one of the following Team Leader meetings:**
 - Tuesday, August 26, from 8:30 – 9:00 a.m. – DUC 107
 - Tuesday, August 26, from 5:00 – 5:30 p.m. – DUC 107
 - Wednesday, Aug. 27, from 12:15 – 12:45 p.m. – DUC 107
 - Thursday, Aug. 28, from 9:30 – 10:00 a.m. – DUC 107
 - Thursday, Aug. 28 from 4:30 – 5:00 p.m. – DUC 107
 - Wednesday, Sept. 3, from 9:30 – 10:00 a.m. – DUC 107
 - Wednesday, Sept. 3 from 4:00 – 4:30 p.m. – DUC 107

- Call the contact person at the agency to confirm all the project details.**
 - It's the responsibility of the Team Leader to ensure both the agency and the team volunteers have clear expectations about the work to be done that day.
 - Confirm driving directions to the project site, work site address, time of project, project details, what to bring, and what is provided. Also ask about parking and if there are any special instructions about entering/accessing the work site, if it is ok for the group to wear the MRO shirts and ask about taking pictures.
 - Ask the agency contact for their cell phone number in case something comes up the morning of MRO.

- Contact volunteers before September 11**, either by phone, E-mail, or in person. Holding a group meeting might be beneficial depending on the scope of the project. If sending an E-mail, it is important to ask for confirmation that the volunteers received the email as they may not check their email frequently. Also, you will need to check you team member list frequently as there could be changes and you want to be sure everyone receives your information.

- Tell all of the project/team volunteers:**
 - Where they should meet, time of project and what the transportation arrangements will be. You will need to coordinate carpooling, if necessary
 - The inclement weather plan (if necessary)
 - What volunteers should bring – including water, snacks, lunch, tools, cameras, etc.
 - What volunteers should and should not wear to the work site (this information is included under the project information on the MRO website)
 - Volunteers will be receiving a free Maryville Reaches Out T-shirt (T-shirts will be available at the Send-off celebration and during designated hours on Monday, Sept. 15th for those projects beginning later in the day or those going from home directly to the project site.)

Maryville Reaches Out Team Leader Check-List (continued)

Prior to September 16:

- Print off your Team Roster from the MRO Team Leader Resource page so that you'll be able to account for those volunteers who show up and participate in the project.**

Tuesday, September 16:

- Meet team** at assigned location and check to see that everyone is present. (For projects beginning at 9:30 or 10:00, the meeting location is in the Simon Center. For projects beginning after 10:00, team leaders should identify a meeting location – Simon Center and DUC Atrium are great options.)
- When you arrive at project site**, introduce yourself as the team to the agency contact person and ask that they share information about the purpose of the agency and how the work you all will do makes a difference for them.
- At the end of the day**, add up the total hours worked on the **Team Roster**.
- Encourage your team** to stop by the Donius University Center after completion of your project for light refreshments and an opportunity to reflect on your service experience. (12:30 – 4:30)
- Return** Team Roster, and any extra T-shirts, if applicable, to the Student Life Office in the Donius University Center immediately after returning from the project. (If you do not return to campus following your project, please return your roster identifying those who showed up, the time you worked and the total service hours worked by your team to Kathy Quinn, Student Life Office, no later than 5:00 p.m. Wednesday, Sept. 17th, 2014).

The information can be emailed to kquinn@maryville.edu if that is more convenient for you. We need to know who showed up, the time you worked, and the total number of hours worked by your group.

- Pictures** - send pictures to the following e-mail address: mro@maryville.edu or Tweet them to [@maryvillero2014](https://twitter.com/maryvillero2014) using #MRO2014 or Instagram to [maryvillero2014](https://www.instagram.com/maryvillero2014).

THANK YOU for volunteering to serve as a Team Leader for Maryville Reaches Out!
Questions? Contact Kathy Quinn: kquinn@maryville.edu or 314-529-9476.