

Maryville Reaches Out Team Leader Checklist

2019

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 a Team Leader meeting (please try to make one of these meetings)**
 - Tuesday, September 3rd at 8:30am or 5:00pm-- Huttig Chapel
 - Wednesday, September 4th at 11:00am – Huttig Chapel
- ☐ **Reach out to the volunteers registered on your project to introduce yourself as team leader and let them know you will be back in touch after you confirm the details of the project.** (Contact with members on your project is crucial to the success of MRO even if just to say hello and more information is to follow. Think about what you would want to know.)
- ☐ **Call the contact person at the agency to confirm all project details (NO LATER THAN TUESDAY, SEPTEMBER 10th).**
 - 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. Please ask whether 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 to share specific details of the project (by September 11th),** either by phone, e-mail, or in person. Holding a group meeting might be beneficial, depending on the scope of the project, but is not required. If sending an email, it is important to ask for confirmation that the volunteers received the email as they may not check their email frequently. If you don't get a response after a couple of tries, please contact Ebony to verify they entered their email address correctly. Also, you will need to check your 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:**
 - What their project number is (this information is included under the project information on the MRO website).
 - 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, 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. 16th for those projects beginning later in the day or those going from home directly to the project site. Please encourage those going to the Send-Off to pick up their shirts that morning.)

Prior to September 17th:

- ☐ **Make sure you have a Team Roster so that you'll be able to account for the volunteers who show up and participate in the project.**

Tuesday, September 17th:

- ☐ **Pickup your project sign.** Each project is assigned a number and will have a matching numbered sign. Signs will be placed next to the t-shirts on the Simon Patio the morning of MRO for pickup.
- ☐ **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.) Please keep in mind that some members may live close to the volunteer site and plan to meet you there. Be sure you know what they are doing, so you aren't waiting for them before leaving for your volunteer site.
- ☐ **When you arrive at project site**, introduce yourself as the team leader to the agency contact person and ask that they share information about the purpose of the agency and how the work being done makes a difference for them.
- ☐ **At the end of the day**, identify the volunteers who participated on your project and add up the total hours worked on the **Team Roster**. (For example: 10 volunteers x 3 hours worked = 30 total hours). You will find your team roster on the Team Leader Resource page.
- ☐ **Encourage your team** to stop by the Donius University Center after completion of your project for the MRO After Party which is an opportunity to reflect on your service experience. There will also be pizza, drinks and attendance prizes! (12:00pm – 4:00pm)
- ☐ **Return** Team Roster to the Student Life Suite 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 Ebony Ramsey, Student Life Suite, no later than 5:00 p.m. Wednesday, Sept. 18th). If it is more convenient, the information can be emailed to eramsey@maryville.edu. We need to know who showed up, the time you worked, and the total number of hours served by your group. In the subject line of the email, please put MRO followed by name of project.
- ☐ **PLEASE READ - Social Media and Pictures** – Please help us tell the story of MRO on social media. Take great photos and videos of the day, and:
 - Text them to Maryville's social media guy, Chris Reimer – 314.562.2125 or email them to creimer@maryville.edu. The best ones will get posted to Maryville's social media accounts. You guys sent in so many great pictures last year. Let's do it even better in 2019. Light up Chris' phone!

- **When texting photos to Chris, make sure you provide:**
 - ❖ The name of the organization you're volunteering with.
 - ❖ First names of the people in the photos. If you want the people's Twitter/Instagram account tagged, please send that info, too.
 - ❖ Any other info you think would be helpful.
- **You can also post to your own social media accounts.**
 - ❖ Hashtag is #MRO19. PLEASE USE THE HASHTAG on Twitter and IG. And if you like, please tag @MaryvilleU in your posts.
 - ❖ Encourage team members to post on their social media accounts.
 - ❖ Make sure to take a group photo at the volunteer site.
 - ❖ Maryville will retweet and regram the best posts.

(Note: if you accidentally use the hashtag #MRO2019, your post will get mixed in with the Mr. Olympia bodybuilding competition!)

➤ **Social Media Contest**

- ❖ Share your MRO photos on Instagram and Twitter and include **#MRO19** to be entered for a chance to win one of the following categories.
 - Best Group Photo
 - Best Selfie
 - Best Photo With A New Friend
 - Best Caption
- ❖ **Winners will receive a gift card to various locations.**

Chris will be posting the best of MRO from sunrise to about 4 p.m. Send those pics!

Questions? Contact Ebony Ramsey: eramsey@maryville.edu or 314-529-9388.