SAMPLE TIMELINE

This sample should serve as a guide for volunteers or organizations planning their own service events. While different events will differ in logistics and scope, all generally feature the same basic components, which are outlined below. Event Leads should use this example as a starting point and adjust and expand their timeline as the event develops.

EVENT SET UP

8:00 - 9:00 AM

- Volunteer Event Team Leaders arrive at event location and begin setup and preparation for the service event.
- Resource Captain sets up chairs, sets out coffee and bagels, and puts up signs to mark the entrance, sign-in table, restrooms, etc.
- Data Captain arrives and sets up sign-in tables at both entrances, with pens, sign-in sheets, and nametags.
- Event Lead runs through the schedule one last time with the Day-of-Event Team Leaders and answers any additional questions.

VOLUNTEER SIGN IN

9:00 - 9:30 AM

- Volunteers arrive and the Data Captain oversees the sign-in process (using the sign-in sheet available on the website), ensuring that everyone has the opportunity to sign in at the table before entering the event.
- All volunteers should receive a nametag when they sign in.

INTRODUCTION & ORIENTATION

9:30 – 9:45 AM

- Event Lead welcomes volunteers to the Community Service Event and discusses the legacy and vision of Dr. Martin Luther King Jr.
- Event Lead introduces any VIPs, such as partner organization staff and/or elected officials.
- Event Lead shares their "personal story" about what motivates them and why/how they decided to put together the event. Volunteers break into pairs and each person takes two minutes to tell their partner why/how they chose to participate in the project.
- Event Lead reviews the schedule, clearly explains the specific goals for the day, site layout (such as where to find restrooms), and necessary safety information.

TEAM TRAINING

9:45 – 10:00 AM

- If the project has more than 20 volunteers, divide the volunteers into teams of 10 – 15 who are paired with Day-of-Event Team Leaders.
- Day-of-Event Team Leaders provide more detailed orientation and any additional training that the volunteers need to complete the project.

SERVICE EVENT ACTIVITY

10:00 – 12:00 Noon

- As the service event begins, Event Lead and Day-of-Event Team Leaders check in with volunteers to monitor progress, answer questions, and address any needs or problems.
- Event Lead and Day-of-Event Team Leaders work alongside the volunteers as much as possible.
- Event Lead and Day-of-Event Team Leaders provide updates on the progress to meeting the event goals.

EVENT BREAK & REFLECTION

12:00 – 12:45 PM

- Volunteers take a 45-minute break. Volunteers enjoy bag lunches and the Resource Captain provides bottled water.
- During lunch, the Event Lead plays an audio clip from one of Dr. Martin Luther King Jr.'s speeches, and guides a discussion of what issues would most concern Dr. King if he were alive today – and how he would work with others to address those issues.

SERVICE EVENT ACTIVITY

12:45 – 3:00 PM

- As work resumes, Event Lead and Team Leaders check in with volunteers to monitor progress, answer questions, and address any needs or problems.

CLEAN UP

3:00 – 3:15 PM

- As the event concludes, the Team Leaders guide the volunteers on cleaning up the site.

EVALUATION & CELEBRATION

3:15 – 4:00 PM

- With all volunteers gathered together, the Event Lead thanks the team for their hard work, and reviews and celebrates the team's progress to their stated goal.
- The Event Lead asks volunteers to share the following feedback while the Lead takes notes:
  - ▶ *Stories*
    Stories from the day's event
  - ▶ *What went well*
    "What did you like best about the project? What was your favorite moment of the day?"
  - ▶ *What to Change*
    "What did you like least about this project? How could you improve the service project for future work?"
  - ▶ *Impact*
    What impact do you feel the project made today? How can you extend the impact of this project beyond today's project?
  - ▶ *Commitment*
    What long term community service commitments are the volunteers willing to make and how will they carry out those commitments?
- The volunteers also pose for a group picture.

CLOSE DOWN & EVENT REPORTING

4:00 – 5:00 PM

- Event Lead and Day-of-Event Team Captains perform final clean up and close down.
- Resource Captain makes sure that any borrowed materials are returned.
- The Data Captain works with other team members to enter the sign-in sheets into an Excel spreadsheet.
- At www.usaservice.org/eventsignin, the Data Captain enters the event name and location as well as the number of people who attended. They upload the signups along with any event-photos or other scanned images. They also enter some of the best event stories and a few insightful comments on what went well and what to change.
- If there is no internet connection available at the event site, the Data Captain and other team members may need to go to someone's home or a public library to access the internet.