Interested in coordinating an Honors Service Project? Here are the steps:

- **Contact the agency** to determine their needs. When are volunteers needed? How many? What shifts? Is training required? Do they have a preferred method for signup? Any special instructions for volunteers?

- Consider whether your volunteers would benefit from a **support session** to help them serve better. Do they need training before starting? A group session to get ideas from others mid-service? A support session could include a guest speaker, film, reading, and/or discussion activities. You can work with PSMs Eric Gefroh (eric.gefroh@my.und.edu) and Margaret Burke (margaret.burke@my.und.edu) on developing meaningful activities.

- **Prepare for signup.** This might include getting information to Robin to put on SignUpGenius. Be sure to include all information participants will need to know.

- **Recruit volunteers.** At a minimum: Draft a detailed email about the project and submit it to robin.david@und.edu by Tuesday for inclusion in Wednesday's Service Roundup email. Be sure to include your email address in the text of the message. Better yet: Also post signs at Honors and personally encourage students to participate.

- **Serve as a contact person** about the project for interested students. Include good contact information on the signup sheet, and respond quickly to students’ questions.

- **Contact volunteers** shortly before the event to remind them of all essential information.

- **Have a sign-in sheet** at the event. You can use the Honors Service Project Sign-In Sheet, available in the Honors Office or online. If you are not able to monitor sign-in, make arrangements to ensure that a responsible party will be doing so.

- **Total the hours and email each participant to confirm that her/his totals are correct.**

- **Submit the hour totals** to the Honors Office within one week of the event. Be sure to include your own hours spent planning and coordinating the event.