1. Consult with your respective board and/or leadership group to select a service project that you believe will attract participation and commitment from your local members and alumni community (e.g., volunteering at a youth or senior center, park or beach clean-up, reading to children, helping at a hospital or women’s shelter, etc.). You can contact the USC Alumni Association at scervice@usc.edu if you need guidance.

2. Recruit a Day of SService Coordinator(s) to lead efforts related to this program.

3. Investigate SService Sites. Utilize resources like the USC Student Affairs Volunteer Resources (http://scampus.usc.edu/volunteer-opportunities/), Volunteer Match (http://volunteermatch.com) and Idealist (http://www.idealist.org).

4. Things to keep in mind:
   a. Size limit – consider sites with a capacity for 10 volunteers or more to build community. Multiple sites or project times may be established for each group to accommodate more people.
   b. Logistics – directions, parking, waivers, supplies needed/clothing requirements by volunteers.
   c. Timing – Most sites require 2-4 hrs of work. We recommend timing your event before or after meal times so that you do not need to provide lunch or dinner.

5. Work with site staff on details of event and responsibilities
   a. Who will be the on-site contact? It is essential to have someone for the day-of.

6. Submit your Day of Service Application by Friday, January 16, 2015 at 5:00 PM PT here (http://dayofscervice.usc.edu/submit-project-application/)
   
   Important: After your project application is submitted, please await approval from the USC Alumni Association before proceeding with additional planning. You will be contacted within two weeks of your submission regarding your project.

7. Develop a local promotion plan (USCAA will advertise to alumni in regions where there are sites).

8. Recruit volunteers, and make sure they register online at http://alumni.usc.edu/scervice.

9. Conduct an in-person, on-site run through of the scope of work within one or two weeks of the event.

10. Field questions about the event.

11. Follow up with all volunteers two weeks prior to event and again two days before with any pertinent details and day-of requirements.

12. Be the on-site point of contact; develop a timeline and volunteer duties for your program. Coordinate check-in and possibly plan a post-event social gathering.

13. Plan to have someone take pictures and/or video.

14. Follow up and thank site contact and volunteers and provide an event report and photos to USCAA.