

How to be a good PROJECT CAPTAIN

Responsibilities of a Project Captain

- Sending out reminder emails about the event
- Showing up early to the event
- Coordinating volunteer jobs with the event manager
- Taking attendance/recording information (number of hours spent volunteering)

Sending out reminder emails

Be sure to include the following information, though you are not limited to only these.

- Date and time of event.
- Meeting location and directions. (Meeting location is usually the place of the event.)
- Volunteering activity that you're going to be doing.
- Proper clothing that is needed (If it is necessary).
- Weather (This would be helpful).
- Your phone number for people who get lost.

*Copy and paste the column of emails (from the spreadsheet) that you need to contact. Easier than slowly typing up the whole list of people especially for 10+ people.

Showing up on time

Make sure to be at the meeting location about 15 minutes early. This is just in case your transportation is late. If all goes wrong make sure you have someone you can rely on and contact them so they can lead everyone else to the event first. You can catch up with the group when you arrive.

Taking Attendance

- Print out the Google spreadsheet with all the contacts and names of the people volunteering.
- Call the people who are late. Use your judgment if people are coming late to wait for them or meet them later.
- Take attendance as people arrive. Check them off on the list. If donations are required, collect donations in an envelope and record the amount per person.
- Fill out the Project Report Form with the list of volunteers and send it to stuyvesantkeyclub@gmail.com right after the event.