PLANNING THE PROJECT

SAMPLE DAY OF EVENT TIMELINE

There are numerous ways in which to set up your event. We have provided a sample timeline below. This may be adjusted depending on your location and length of activity.

8:00 a.m.  Registration and informal breakfast*
8:25 a.m.  Welcome
8:30 a.m.  Educational orientation led by non-profit agency
9:00 a.m.  Project begins
11:30 a.m. Discussion and reflection among participants over snacks
12:00 p.m. Event concludes (Make sure to get a group photo!)

*You may want to organize a lunch following the activity instead of a breakfast prior to the activity.

HOW DO I ORGANIZE A PROJECT?

Explore the issues facing your community and consider issues relevant to alumni peers

- If you are already a volunteer at an agency, ask what needs the alumni volunteers could address.
- Talk to friends and neighbors about community needs and local volunteer organizations.
- Consult with local umbrella organizations such as the United Way.
- Reach out to fellow alumni who work in the non-profit sector – the Alumni Association can provide you with some alumni to contact.
- Reach out to fellow alumni who sit on agency boards– the Alumni Association can provide you with some alumni to contact.