



UNIVERSITY OF REDLANDS

## **Bulldogs in Service | March 28, 2020**

**Project Pointers**

### ***How do I get project ideas?***

1. Check with local volunteer organizations such as the United Way, Red Cross, Habitat for Humanity, The Salvation Army, Boys and Girls Clubs, the YMCA or food banks
2. Call the convention bureau, the Chamber of Commerce, Parks and Recreation Departments, local schools or the Mayor's office for ideas.
3. National service programs such as AmeriCorps, Retired and Senior Volunteer Program, and Rebuilding Together organize projects in more than 1,000 communities around the country. Find your local contact through the web site [www.nationalservice.org](http://www.nationalservice.org) or call 1-800-808-SERVE.
4. Contact University of Redlands Alumni Relations contact Mary Littlejohn ([mary\\_littlejohn @redlands.edu](mailto:mary_littlejohn@redlands.edu)) for ideas.

### ***What kind of projects work best?***

1. Choose a project with a definite beginning and ending that can be completed within **one day**, so that participants will know their efforts made a difference.
2. Choose a centrally located project that is easy to access. Proximity to public transportation, especially in major cities, is a plus.
3. Consider a project that already is established, or one where the non-profit organization is "pre-organized" to handle groups of volunteers like Habitat for Humanity, Food Banks, Ronald McDonald Houses, etc.
4. Do not choose a project that requires fundraising in order to participate.
5. Avoid projects with direct religious ties. Individuals may choose not to participate in your project if they feel that a particular religious organization is being advanced.
6. Try to identify a project that offers appropriate work opportunities for people with different skill sets and physical abilities. Kids and older alumni want to participate too.
7. When possible, try to find a "family friendly" project where children can participate, or there are children's activities so parents can participate in Bulldogs in Service.
8. Consider a project where alumni work together, instead of being spread out at different locations. Part of the fun is working alongside and chatting with other alumni as you work.

9. Select a project that is going to be “fun” and will leave everyone feeling good about their day of service!

### ***How do I organize my project?***

1. Clearly define the time frame for the project. Some projects may be 8 a.m. - 12 p.m. with everyone arriving and working at the same time. Other projects may take place from 8 a.m. - 4 p.m. with participants working in shifts throughout the day. Ideally, all volunteers will be working together at the same time.
2. Ensure there will be enough work to do and have backup work ideas if projects get completed more quickly than anticipated.
3. If the project is outdoors, have a rain plan or alternate project in case the weather does not cooperate.
4. Clearly define if your project will accommodate entire families (including children) or will be limited to adults only. If families are encouraged to participate, specify the appropriate age for children.
5. While food is not our required, eating together is an opportunity for alumni to reconnect. Consider having coffee and bagels available before getting started, or a snack when the work is complete. If you are interested, please contact Mary Littlejohn to see how the University can support this effort .
6. Be clear about what materials the non-profit organization will be providing (such as paint or cleaning supplies) and what participants will need to bring. Many organizations will provide tools such as brooms, wheelbarrows, and shovels. Others, however, expect the participants to bring their own supplies.
7. Always be sure that the volunteers have access to water. If there is no water nearby and water bottles cannot be donated, please be sure that participants are informed they should bring their own.
8. Make sure that the project work site has restrooms.
9. Visit the project site to “visualize” how the project will flow. Where should the kickoff moment be held? Where are the restrooms or access to water?
10. Get information from Alumni Relations about any UR VIPs who might be attending, such as Trustees, Alumni Board Members, or University professors. On the day of the event, please acknowledge these VIPs who go the extra mile in giving their time to the University.

### ***When do I have to finalize my project?***

Please submit information about your project to the Office of Alumni and Community Relations by completing the [Bulldogs in Service Project Form](#), no later than **January 27, 2020**. Alumni Relations will develop and edit the national invitations based on the information you provide on the project form.

### ***Will I have to send out the invitations?***

No. The University of Redlands will email all invitations.

***How are the reservations collected for my project?***

The University of Redlands will collect all RSVPs. Alumni Relations will email updated RSVP lists (“spreadsheets”) to local leaders before the event.

Confirm that your specific project information is correct on the University of Redlands Alumni & Friends Website ([www.redlands.edu/bis2020](http://www.redlands.edu/bis2020))

***What do I do 2 to 3 weeks prior to the project?***

1. Confirm the details of the project with your non-profit organization. Give them your best estimate of attendance based on the number of alumni who are planning to participate in your city.
2. Email and/or call the individuals on your RSVP (spreadsheet) list to confirm their attendance. Remind them of the start time, directions to the project site, appropriate attire and needed supplies. Get people fired up about the event! There is a direct correlation between sending email reminders or calling your RSVP list and the actual attendance on the day of your project – April 13, 2019.
3. If you are having coffee and donuts at the project site, confirm who is bringing the food and the amount needed. If you are having lunch, confirm with the restaurant or persons donating the food.
4. Practice traveling to your work site, using the directions you have provided to participating alumni. You need to make sure your volunteers can easily follow the directions to get to the site.

***What do I do the week before the project?***

1. All supplies received from the University.
2. Check the weather forecast for the weekend. If the weather is going to be bad, put “Plan B” into action and notify all participants.
3. Email or call your volunteers with a final reminder about the upcoming project on Saturday. Email addresses and phone numbers will be on the spreadsheets.
4. Confirm with Mary Littlejohn at Alumni Relations that everything is set for the project.

***What do I do on the day of the project?***

1. Arrive at the project site early! Make sure to bring the materials provided by the University.
2. Distribute nametags to participants as they arrive and note their attendance. If your project has a maximum capacity and someone does not appear on your RSVP list, please wait until all confirmed attendees have arrived before taking walk-up participants. This is also the time to fill out any waivers required by your partnering organization.

3. Before work begins, have a project “mixer” where the volunteers can connect. Conduct a quick “ice breaker” by asking everyone to introduce themselves. Have people share their connection to the University (they may be parents or friends of alums.) Not all volunteers attended the University or lived on campus.
4. The timing is up to you, but, at the beginning or end of the project, you should address the assembled group. Make sure you welcome participants, thank them for being a part of Bulldogs in Service, and talk about the scope of the 2016 Bulldogs in Service. Introduce staff from the University of Redlands (if present) and invite them to say a few words as well.
5. While you have the group assembled, **take a group picture before everyone goes off to work.**
6. Take pictures of your group as they work. We will use photos we receive after the event on our website and in future invitations and publicity for Bulldogs in Service.



UNIVERSITY OF REDLANDS

## **Bulldogs in Service 2016**

### **Talking points for speaking with potential Partner Organizations**

- ☐ Bulldogs in Service is a volunteer day for University of Redlands alumni, students, parents and friends living in your local community.
- ☐ Bulldogs in Service is a national event and will include projects around the country.
- ☐ Bulldogs in Service projects will be held on April 13, 2019.

### **Questions for potential Partner Organizations**

- ☐ What type of project can the organization offer?
- ☐ What types of tasks are involved?
- ☐ How many people could work on this project?
- ☐ How many hours would be needed for the project?
- ☐ May children participate? What is the minimum age?
- ☐ Are there restrooms that are easily accessible?
- ☐ Is there access to drinking water?
- ☐ What would volunteers need to bring?
- ☐ Can we take pictures?
- ☐ Is there an area to gather as a group at the beginning of the event to pass out forms, have an icebreaker, enjoy morning snacks, etc.?