

Webster Works Worldwide

Planning Checklist for Extended Campuses

- IDEAS** i Select a local agency (parks, hospitals, daycares, etc.) – This is a good way to involve students and faculty from the onset. Who do they know and what issues do they feel strongly about? Respond to the needs of a local agency that could use your handsi on help. If needed, you can find a helpful “Project Ideas” document on the WWW website (www.webster.edu/www). Click on Additional Resources for Extended Campus and Alumni Chapters. **Please note that we cannot solicit donations or signature petition support for any organization. While philanthropic efforts like a bake sale and food drive are admirable they do not meet the mission of WWW. This event is about rolling up your sleeves and getting out into the community. Participation as a walker in a charity walk/run event or as a donor in a blood drive does not meet the mission of WWW unless the volunteers are actually organizing and staffing the event.**
- DATE** i Select any date in October after the first Wednesday of the month (the “official” date for Webster Works Worldwide is the first Wednesday in October) which will allow as many people as possible on campus to participate. If many of your students work during the day, find a project that takes place in the evening or on the weekend.
- CONTACT AGENCY** i Contact the agency to work out the details of the day. Visit the agency if possible to get a feel for the work to be done. If needed, you can find a helpful “Agency Contact Form” on the WWW website (www.webster.edu/www). Click on Additional Resources for Extended Campus and Alumni Chapters. Please note that this resource is for your use only and is not intended to be turned in.
- RECRUIT** i Recruit volunteers using flyers, classroom announcements, etc. Ask faculty to include the day on their syllabi. A promotional flyer is included on the WWW website (www.webster.edu/www). Click on Additional Resources for Extended Campus and Alumni Chapters. Please complete the flyer by writing in your project’s date and the Team Leader’s contact information. Remember that all Webster University alumni, students, faculty and staff are invited to participate in WWW.
- CONFIRM PROJECT**
 - Once your volunteer team is in place, contact the agency again to confirm the project, arrival time, equipment supplied, etc. If you choose a project that requires painting or the use of tools, we ask that the agency provide the needed supplies and equipment and we will provide the manpower.
 - Fill out the online form “Project Confirmation” with your project information and your Ts shirt order by August 31.** This link is on the emails you receive from Academic Affairs about planning for WWW. Available ti shirt sizes are S, M, L, XL and XXL. Because we have to order ti shirts well in advance, we cannot guarantee that every volunteer will receive the exact size of ti shirt requested. **Please do not order extra ts shirts. We have a limited supply and we can only give ts shirts to confirmed volunteers. Unfortunately, we are unable to provide shirts to the agency staff or clients.**

- VOLUNTEERS** - If possible, hold a meeting with your volunteers before the day of WWW.
 - Fill them in on any new information provided by the agency since your introductory call or visit. Be specific, and be clear about what they should bring and how they should prepare.
 - Thank them!
 - Confirm that all volunteers have transportation to and from the site.

- T-SHIRTS** – Late September, you will receive your WWW T-Shirts

- DAY OF EVENT** - On the day of WWW, **HAVE FUN** and:
 - SOCIAL MEDIA** – Share your experience on our Facebook and Twitter accounts using the hashtag, #websterworks (facebook.com/websterworksworldwide, twitter.com/Webster_works).

 - T-SHIRTS** - Distribute the t-shirts to your team members.

 - ROSTER & RESULTS** - Have your team sign in on the roster. After completing the project, enter this information on the **WWW Team Roster & Results online form**. This link will be sent to you in September. **We cannot total our service hours without your information!**

 - ON-SITE** - Introduce your team to the agency & handle any details that come up that day. You can also engage your team in reflection questions or activities. Ideas for reflection are listed on the website (www.webster.edu/www) under Additional Resources for Extended Campus and Alumni Chapters.

 - PHOTOS** – **Again this year, photos will be uploaded to the website.** Ask the agency if you can take photos of your volunteers at work. Remember, for confidentiality reasons, some agency clients cannot be photographed, so be sure to ask permission first. **When we receive photos from you, we assume you have asked permission to take them.** We ask that you visit the website (www.webster.edu/www) and click on the link ‘Team Leader Photo Drop’ to upload your project photos.

 - EVALUATION** - When the project is complete, please give the agency and your volunteers an evaluation form to complete. Directions to turn in the evaluations are printed on the forms.