



Global Citizen
1207 Chestnut Street, 6th Floor
Philadelphia, PA 19107
215-851-1811

Community Project Coordinators' Full Procedure for Project Development:

- Determine Project Coordinator
- Determine health / safety coordinator (if different)
- Attend Neighbors in Action or King Day of Service Briefing.
- Examine resources available for projects online at <https://volunteer.globalcitizen365.org/>
- Brainstorm and determine project idea
- Consider expanding project scope or capacity to take advantage of Global Citizen's volunteer-matching services.
- Register project online at <https://volunteer.globalcitizen365.org/>
- Confirm project details with Global Citizen at 215-851-1811 or mlkdayofservice@globalcitizen365.org
- If you requested volunteers, communicate with any that sign up to provide additional details and confirm their registration.
- If you requested t-shirts, await a confirmation email from Global Citizen about your allotment and the t-shirt pickup process.
- Develop volunteer tracking materials (i.e. sign-in sheets gathering contact info/demographic information).
- Document service project (e.g. measure outcomes, tally total volunteer count, get feedback from volunteers, reflect with attendees at the end, etc.)
- Join us for our Project Coordinator's Thank You Breakfast the Tuesday after the week of King Day.
- Submit your project outcomes online, <https://volunteer.globalcitizen365.org/> by January 31.
- Continue working with Global Citizen throughout the year through our Year-Round Volunteer Program.