



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

Community Project Coordinators' Full Procedure for Project Development:

- Determine Project Coordinator.
- Attend Neighbors in Action or King Day of Service Briefing.
- Examine resources available for projects online at mlkdayofservice.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 mlkdayofservice.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 at mlkdayofservice.org prior to January 31.
- Continue working with Global Citizen throughout the year through our Year-Round Volunteer Program.