



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

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#### Signature Site Project Coordinator/Exhibitor/Employer Full Procedure for Project Development:

- Determine Primary Contact.
- Attend Signature Site Countdown Planning Meetings.
- Examine resources available for projects online at [mlkdayofservice.org](http://mlkdayofservice.org).
- Brainstorm and determine best fit for Signature Site participation.
- Consider expanding project scope or capacity to take advantage of the amount of attendees and volunteers at Girard College.
  - Service Project Coordinators: Consider accepting at least 5 volunteers to be matched from outside of your network.
- Register project online at [mlkdayofservice.org](http://mlkdayofservice.org).
- Confirm details with Director of Programs and Partnerships at 215-851-1805.
- Continue attending Signature Site Countdown Planning Meetings as they are announced.
- Sign up for a time to prepare materials and set up your space at Signature Site the weekend prior to King Day.
- Arrive at Signature Site between 6:30 - 7:00am at the latest to be in place and ready for the Day of Service.
- Perform duties at Signature Site.
- Lead a reflection with your volunteers toward the end of the day (around 12:00pm).
- Load-out all materials from Signature Site.
- 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](http://mlkdayofservice.org) prior to January 31.
- Continue working with Global Citizen throughout the year through our Year-Round Volunteer Program.
- If interested in participating at Signature Site again for the next year, contact our offices at 215-851-1811 or [mlkdayofservice@globalcitizen365.org](mailto:mlkdayofservice@globalcitizen365.org) at your earliest convenience.