

## Fuqua Week of Service – Captain Checklist

### After the Service Opportunity Registration Deadline Closes

Send out an Outlook invitation for the service project, so it is on everyone's calendar. Within that invitation, include or take into consideration the following:

1. Communicate how to sign up with the charity, if they require it, and where to obtain any liability waivers required.
2. Build in time for introductions/ice breaker activity and possibly for transportation/carpooling depending on how that will work for your event.
3. Describe the service project and any logistical issues or requirements (service captain cell phone number, clothing, environmental hazards/concerns, directions, carpool, etc.).

### The Week Prior to Service

1. Remind participants about the upcoming project and logistical items.
2. Remind participants to find a blue Fuqua or Duke T-shirt to wear during the event.
3. Obtain nametags and a Sharpie for the event.
4. Send any waivers, forms, or apps to download in order to participate in the project.

### On the Day of Service

1. Make sure at least one person attending has a smartphone or camera to take pictures.
2. Remember to take your nametags and a Sharpie.
3. If carpooling, meet participants at designated meeting spot at the agreed-upon time.
4. Take attendance of Fuqua participants and pass out nametags.
5. On arrival, meet with the service organization's contact.
  - Turn in any liability forms (if applicable).
  - Keep a copy for the Fuqua Service Committee's records and provide it to them after the event. Ask if the organization and its clients are OK with being photographed. You might need to get permission to use photos of the clients of the organization, and that permission may be withheld, especially by domestic abuse survivors and for children.
6. Begin introduction/ice breaker activity. Make sure everyone has a visible name tag.
7. Make sure everyone understands service assignment. Ask service organization contact if anyone has questions or concerns.
8. When possible, during or after the event, capture photos and post to social media using #FuquaServes.
  - Get good action shots during the event
  - Be sure to take a group shot—or two, in case someone closes their eyes!
9. Before departure, thank the organization contact and Fuqua staff/faculty for participating, and ask volunteers to complete the survey.

### Follow Up

1. Make photos you have of the event available to the Service Committee team for use on social media, slide shows, web site, etc. Post them in the MS Teams Photos folder for your service project.
2. Send an email to your contact at the organization thanking them for the opportunity to volunteer.
3. Send an email to your volunteer team.
  - Thank them for their participation.
  - Let them know you thanked the organization.
  - Remind them to please complete the Fuqua Week of Service survey.