

## Global Month of Service Hosting Tips

To help make your event a success, below please find a number of “hosting” tips.

- Make sure that you have filled out the [activity registration form](#).
- If you keep a separate list of volunteers, please make sure they have also registered online on the HAA website or the local club/sig website. This will be the only way to ensure that your activity does not go over capacity.
- Send an e-mail reminder to your group the week of or day before the activity so as to get a better sense of the numbers. Please include:
  - Your e-mail, cell number
  - Address and time of service activity (subway stop, directions, etc.)
  - Whether food/drinks will be provided.
  - Remind the participants of any special things to bring or wear depending on project.
  - You might suggest a no-host gathering spot near the activity before or after so people can meet each other and share experiences.
- Please arrive at the volunteer site at least 15-20 minutes in advance of the activity. Should your activity require strenuous physical exertion, be aware of emergency procedures prior to the arrival of volunteers.
- You should wear a Harvard t-shirt to help identify yourself.
- Take attendance. You will have a final registration list of volunteers. Please have all attendees check in with you when they arrive. Please get the name and email addresses of all “walk-ins”.
- Introduce yourself (and any other co-sponsoring hosts) to the group once there is a critical mass of alumni in attendance and thank them for coming.
- If you can gather the group, please have people introduce themselves to each other. We want alums to connect to each other as well as to the project.
- Bring a camera! We would love to add a picture or two to the website after the activity is completed. Make sure to take at least one group photo. Please have all participants sign a Release Form ([Adult](#) or [Minor](#)) so that we can include the photos on the Harvard website. Please return scanned document to [lisa\\_unangst@harvard.edu](mailto:lisa_unangst@harvard.edu).
- Take a few minutes on the completion of the project to gather and reflect on what this service meant to the organization and to individual alumni
- Remind the group that the HAA will email out an online survey the week following the event.
- Have fun!