



Project Leader Responsibilities

Thank you for volunteering to lead a project for Excelsior Cares! The role for which you've volunteered is integral to this initiative's success. Below we've outlined the responsibilities that come with being a project leader. This movement wouldn't be possible without the help of loyal volunteers like you. We're here to help you along the way, so feel free to contact Renee Kelly, Director of Alumni Affairs, at rkelly@excelsior.edu.

How to Begin:

1. Identify a service site in your area (school, shelter, church, park, etc).
2. Reach out to someone in charge at the site and find out what their volunteer needs are.
3. Once you've found a match, register online to LEAD a project, <https://alumni.excelsior.edu/excelsior-cares-registration>

After your Proposal is Approved:

1. Alumni Affairs will send you a list of alumni in your area to contact via email or phone. When dealing with alumni contact information, please adhere to the Communication with Alumni and Students and Confidentiality/Non-Solicitation sections of the Alumni Volunteer Policy.
2. Alumni Affairs will mail t-shirts for everyone in your group to you. Please distribute the t-shirts to your fellow volunteers when you meet and encourage them to wear them for a group photo.

A Few Days Ahead:

1. Alumni Affairs will send an email reminding volunteers of their registration and introducing you as their site leader. You should then send a follow up email to your group with final details and including your cell phone number for communication on the day of service.

Day of Service:

1. Arrive a few minutes early to meet the on-site contact at the service site.
2. Greet your fellow alumni volunteers as they arrive, checking off who is in attendance and making note of anyone who does not arrive.
3. Take photos! Please get at least one group photo to share with the Office of Alumni Affairs. Feel free to post your pic on the alumni Facebook page using #ExcelsiorCares.

Wrap it Up:

1. Let us know how it went! Email Alumni Affairs with attendance, photos, and feedback about your experience. Share your stories and photos on social media.