

INTEL-SOLV Clean & Green Project

Expectations and Responsibilities

The most successful projects are the result of a partnership between SOLV and you, the Project Coordinator and your Planning Committee. Agreeing to expectations and responsibilities ahead of time will make things run as smoothly as possible. If you have any questions about these roles, please call the Program Coordinator.

SOLV

- **Event framework**
- **Coordinator Handbook (what you have in your hands)**
- **Personal assistance from SOLV staff**
- **Project Coordinator Training**
- **Signage for all facilities to place in advance informing people of the upcoming event**
- **Online registration for volunteers**
- **Marketing materials**
 - Flyers (Hard Copy & Electronic Editable)
 - Posters (Electronic Editable)
- **Site Supplies**
 - Garbage collection bags
 - SOLV stickers
 - First aid kits
 - Sharps containers
 - Gloves
- **County-wide event promotion**
 - News releases
 - Media follow-up calls
 - Newspaper Inserts & Ads
 - Public Service Announcements
 - Bus ads
- **Volunteer recruitment assistance**
 - Website publicity
 - County-wide news releases
 - Placement of individual and groups when possible
- **Site Service Assistance (drop box, disposal and/or portable restroom; see site service eligibility criteria)**
- **Small grants to offset material costs (see grant eligibility criteria)**

Project Coordinator

- **Project Planning**
 - Identify project & scope of work
 - Submit application & planning forms
 - Determine supply, tool and equipment needs
 - Determine number of volunteers needed
 - Create budget
 - Apply for grant from SOLV (if eligible)
 - Request local donations
 - Attend SOLV training
- **Volunteer Recruitment**
 - Distribute posters and brochures to businesses, community centers, schools, relevant groups
 - Get on agendas to speak at local service clubs, church groups, etc.
 - Contact groups and individual volunteers in person or on the phone
- **Local Media**
 - Ask for radio announcements
 - Write letters to the editor
 - Call your local paper to get an article written before the event
- **Disposal of waste and debris**
- **Check-in and supervision of volunteers on event day**
- **Volunteer recognition including snacks, if desired**
- **Completion and return of SOLV forms and unused materials**
 - Call SOLV on the day of your event by 3pm with the project results
 - Return unused supplies
 - Return accomplishment report
 - Complete post-project evaluation
 - Send all signed volunteer waivers
 - Send reimbursement request/receipts (if grant request was approved)

