

SOLV IT

Expectations and Responsibilities

The most successful projects are the result of a partnership between SOLV and you, the Event Coordinator. Agreeing to expectations and responsibilities ahead of time will make things run as smoothly as possible. Listed below are the types of support SOLV offers Event Coordinators and the steps for you to take to assure the success of your project. If you have any questions about these roles, please call the Program Coordinator.

SOLV

- **Project Planning Resource Guide**
- **Project planning support from SOLV staff**
- **Online registration and waivers for volunteers**
- **Marketing materials**
 - Flyers (Print & Electronic Editable)
- **Site Supplies**
 - Garbage/Recyclable material collection bags
 - SOLV stickers
 - First aid kits
 - Sharps containers & Tongs
 - Vinyl Gloves
 - Safety vests
- **Statewide event promotion**
 - News releases
 - Media follow-up calls
- **Volunteer recruitment assistance**
 - Website publicity
 - E-update publicity
 - Outreach to volunteers (individuals and groups)
- **Limited number of reimbursable small grants to cover eligible supplies**

Event 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
 - Request local donations
- **Volunteer Recruitment**
 - Distribute flyers 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, on the phone or via email
- **Local Media**
 - Ask for radio announcements
 - Write letters to the editor
 - Call your local paper to get an article written before/after the event
- **Proper disposal/recycling of waste**
- **Check-in and supervision of volunteers on event day**
- **Volunteer recognition, including snacks, if desired**
- **Completion and return of SOLV forms and unused materials**

