

SOLVE Project Application – Expectations and Responsibilities

Thank you for your interest in leading a project with SOLVE! The most successful projects are the result of a partnership between SOLVE and you, the Event Coordinator. Please take a moment to read through the list below as understanding project expectations and responsibilities ahead of time will ensure your project runs as smoothly as possible. The list details the support and resources that SOLVE currently offers Event Coordinators, and the required and optional steps for you to take to assure the success of your project. If you have any questions about these roles, please call your Program Coordinator.

SOLVE Support

- **Project planning support from SOLVE staff**
- **Project Planning Resource Guide**
- **Online registration and waivers for volunteers**
- **Property permission waivers**
- **Marketing materials**
 - Posters & brochures (printed)
 - Flyers (Electronic Editable)
- **Site Supplies**
 - Garbage/Recyclable material collection bags
 - Vinyl Gloves
 - Garden Gloves (volunteers over 18 only)
 - Safety vests
 - First aid kits
 - Sharps containers & Tongs
 - Site signage
 - Volunteer gifts including Garden Smart Guides
- **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 for \$100 to cover eligible supplies**

Event Coordinator

- **Project Planning**
 - Identify project & scope of work
 - Submit project application
 - Determine supply, tool and equipment needs
 - Determine number of volunteers needed
 - Arrange for proper disposal/recycling of waste
 - Manage budget
 - Secure property permission form for site
- **Volunteer Recruitment**
 - Recruit the volunteers needed for your project, let SOLVE know if you'd like assistance
 - Distribute flyers, notify local community calendars and group lists, etc.
- **Event Day**
 - Supervise volunteer check-in and safety orientation
 - Ensure all participants sign a waiver form
 - Dispose of waste/recycling properly
 - Thank volunteers!
- **Post-Event**
 - Report project results to SOLVE staff
 - Mail volunteer waiver forms to SOLVE

OPTIONAL/SUGGESTED:

- **Project Planning**
 - Apply for small grant from SOLVE
 - Request local donations
- **Volunteer recognition**
 - Request local donations for snacks / gifts
- **Local Media**
 - Ask for radio announcements
 - Write letters to the editor
 - Send a press release to your local paper