

## **MBC Labor Of Love / Love Anaheim #21 Project Leader Checklist**

Thanks for being a Project Leader / Captain for a **MBC Labor Of Love / Love Anaheim #21 Project**. We provide this checklist so that we can support you, your project, and those who volunteer on Saturday, Sept. 5, 8am - noon. **Please read through the list and let us know if you have any questions or feedback. Thanks!!**

- **Recruit a “Co-Leader,”** - someone who can assist you leading the project.
- **Be prepared to communicate with the MBC Labor Of Love Leadership Team, Nathan Zug and Julie Spykerman.** They will be assisting you in preparing to lead your project. Make sure you have their emails: [nathan@magnoliabaptist.org](mailto:nathan@magnoliabaptist.org) / [spyker73@yahoo.com](mailto:spyker73@yahoo.com) )and cell numbers: Nathan - 714-348-3229 / Julie - 714-322-2614. Please make sure they have your cell number as well.
- **Be prepared to learn all about the project you will be leading.** You will need to know things like:
  - What the goal of the activity / project is - what you want your volunteer team to accomplish
  - What materials and supplies you will be using
  - How your materials and supplies will be provided and how they will arrive at the Kick Off Rally and at your Project Location
  - The time frame of your project
  - How many volunteers you will have on your activity / project
  - How you will communicate with your volunteers prior to the Project using the Love Anaheim Website – **see instructions below** -
  - Who to communicate with for needs for / adjustments to your activity / project as the Serve Day approaches.
- **Be Familiar with the Love Anaheim Website** so you can assist your Team Members / Volunteers, and so you can communicate effectively with all involved.
- **Be prepared to send out several emails via the Love Anaheim website** to your volunteers in the last week / days before the Serve Day – **IF YOU FEEL THIS NECESSARY.**

Login to [www.loveanaheim.org](http://www.loveanaheim.org). Click "my profile" in the upper right-hand corner. Then click "**projects as leader**" button on the left side under your name. This will generate the list of projects you are leading. Click on that project you are leading. You will see a list of volunteers that have signed up for your project. You can click the “email volunteer team” to send an email to all of the volunteers signed up, or click on the mail symbol to the right of a particular volunteer to email only that volunteer.
- **Be prepared to encourage others to sign up for your project** and / or spread the word about your project by social media or in your networks. This will insure you get the volunteers
- **Be prepared to have a rewarding experience as a Leader**

**THANKS!!**