

SNHU Global Days of Service – Site Leader Checklist

**Project
Approved**

- ☐ Complete [SNHU Publicity Release](#)
- ☐ Complete [GDS Liability Waiver](#)

**1 Week
Later**

- ☐ Review project page for accuracy & register for your project
- ☐ Share with SNHU connections

**1-2 Weeks
Before**

- ☐ [Email 1: Introduce yourself to registrants](#)
- ☐ Confirm project plans with organization, give headcount

**2-3 Days
Before**

- ☐ [Email 2: Send a reminder to registrants](#)

Project!

- ☐ Welcome participants, take attendance & distribute swag
- ☐ Take candid & group photo with SNHU sign

**1-2 Days
After**

- ☐ [Email 3: Send a follow-up email to registrants](#)
- ☐ Send a thank you note to organization

**2+ Days
After**

- ☐ Upload pictures to [Google Album](#)
- ☐ Post on social #ServeWithSNHU, tag @SNHU and @SNHUalumni

Email Draft Templates

As a GDS Site Leader, you play a key role in keeping your project registrants informed and engaged. Please send three emails to everyone who signs up for your project to share important updates and foster connection. Always "cc" your GDS Liaison and alumni@snhu.edu on all email communications to your project volunteers.

The drafts below are just a jumping off point. Add your personality and excitement to these messages. If you have questions, please contact your GDS Liaison.

1. Intro Email

Sent one to two weeks before your project date.

Suggested subject lines:

1. Hello from your SNHU Global Days of Service project leader!
2. I can't wait to #ServeWithSNHU (and you!)
3. SNHU Global Days of Service Introduction

Hey Penmen!

I'm really excited to be leading the [SNHU Global Days of Service](#) project at the {{Insert Location}} on {{Date}}.

{{Give a basic introduction of yourself, including, but not limited to:

- Name
- SNHU Affiliation (Grad year, current major/program, staff role, etc.)
- Current employer
- Why you are passionate about this project
- What you do in your free time}}

It would be great to learn a bit more about each of you, so feel free to 'reply all' and introduce yourself to everyone else on this email thread.

Looking forward to meeting all of you!

Best,

{{Your Name}}
GDS Site Leader

2. Reminder Email

Sent no later than two days before your project date.

Suggested subject lines:

1. Your project info | SNHU Global Days of Service
2. Important SNHU Global Days of Service information
3. See you **day** for our SNHU Global Days of Service project

Hello **NAME**,

We're excited for you to join me at **PROJECT NAME**, in honor of the SNHU Global Days of Service movement! Here are some important details:

When: **Day of week, month, date | start time – end time**

Where: **location name (address); include a link to a Google map location, if possible**

Liability Waiver: Please complete [this waiver](#) before you begin our project.

What to Expect: **In this section cover the following as it relates to your project:**

- What will your group be doing?
- Is there anything your volunteers should bring/wear? (ie: closed-toe shoes; painting clothes; clothes that can get dirty; sunscreen; water; snacks; hats)
- Will anything be provided that day? (ie: Snacks/water/bathrooms/supplies)
- What is the weather looking like? (if you're serving outside)
- Any accommodation needs? Handicap accessible parking/entrances??

Parking/Directions: **Are there tips on how to get to your project? Include public transit stop/route info if applicable; parking locations and any associated costs; directional help for those unfamiliar with the area; where to enter a building/check in with you; times when traffic is heavy; new traffic pattern, etc.**

Day-Of Contact: If you need anything the day of our project, please call or text me at **YOUR CELL NUMBER**. Check in with me when you arrive - I shouldn't be hard to spot in my Global Days of Service shirt! **And I've included a picture of myself below.**

SNHU Swag: You'll receive some special SNHU swag that looks really great in photos (hint, hint ... #ServeWithSNHU). Bonus points to anyone who wears their favorite Penmen gear on top of that!

I look forward to serving with you!

With Penmen Pride,

Your name
GDS Site Leader

3. Follow-up Email

Sent no later than two days after your project date.

Suggested subject lines:

1. SNHU Global Days of Service follow up
2. Thank you for joining me for SNHU Global Days of Service
3. Success! | SNHU Global Days of Service

Hello everyone!

Thank you so much to everyone who was able to join us! I had so much fun meeting fellow Penmen and working on such a meaningful project **{{insert project details here}}**. For those of you who couldn't make it, we certainly missed you!

Now that our project is done, there are still a few fun ways you can connect with the Global Days of Service movement:

- [Take our quick survey](#) to share your feedback about your GDS experience, whether you attended or not.
- [Upload your photos](#) from the event to the GDS Google Album. Your pictures could be featured in future SNHU publications! Use the Google Photos app to easily share with the SNHU community.
- [Tell us about your experience](#) through the Share My Story form. Post project photos on social media using #ServeWithSNHU and tag @SNHU and @SNHUalumni.

If you have any questions about this event or other ways to get involved with SNHU, please contact Alumni Engagement at alumni@snhu.edu or 603.645.9799.

With Penmen Pride,

{{Your name}}

GDS Site Leader