



Final Preparation for Global Youth Service Day

GLOBAL YOUTH SERVICE

After all the hard work and planning, GYSD participants will be eager to carry out their service projects smoothly and successfully. Pay attention to details and develop an agenda. Final preparations for GYSD should ensure that everyone knows what to do, when, and where, and that the required resources and materials are available. Below, you will find a tool that you can adapt to your project's needs. This table will help volunteers and those responsible for different events components to keep track of event times, places, resources needed, emergency contact information, etc. Hand out a copy of the chart to each person in charge of a specific area, to ensure that all the events run smoothly.

Time	Event	Resources Needed	Location	Team Leader	Contact
8:00 - 8:30	Volunteers Arrive	Fruit juice, pastries, T-shirts, sponsor signs and project posters, sign-in sheets	Freedom School Assembly	Maya	Cell Phone #
8:00 - 8:30	Reporters Arrive	Media Packets with Project Goals, description, participants	Freedom School Assembly	Alphonse	Walkie Talkie
8:30 - 9:00	Opening ceremony by City Mayor and Youth representative	Microphone	Freedom School Assembly	Alphonse	Walkie Talkie
9:00 - 2:00	Park Clean-up	Trash bags, gloves, signs, posters	Freedom Park	Joseph	Cell Phone #
12:00 - 1:00	Lunch	Sandwiches, salad, drinks, plated, napkins, forks	Freedom School Cafeteria	Maya	Cell Phone #
1:00 - 1:30	Small group discussion and project evaluation	Pencils, papers for participants to write down their evaluation of their project and recommendations to keep the park clean in the future	Freedom School Assembly	Claude	Walkie Talkie
1:30 - 4:00	Closing celebration	Microphones, music, tapes, certificates, and prizes	Freedom School Assembly	Alphonse	Walkie Talkie

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