

SOLVE Project Application – Expectations & 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. 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, 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 SOLVE Program Coordinator.

SOLVE SUPPORT

- **Project planning support**
- **Project Planning Resource Guide**
- **Online registration and waivers for volunteers**
- **Property permission waivers**
- **Marketing materials**
 - Posters & brochures (printed)
 - Flyers (Electronic Editable)
- **Site Supplies**
 - Garbage collection bags
 - Vinyl gloves
 - Safety vests
 - First aid kits
 - Sharps containers & Tongs
 - Site signage
- **Statewide event promotion**
 - News releases
- **Volunteer recruitment assistance**
 - Website publicity
 - E-update publicity
 - Outreach to volunteers (individuals & 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
 - Secure property permission form for site
 - Determine supply, tool and equipment needs
 - Determine number of volunteers needed
 - Arrange for proper disposal/recycling of waste
 - Manage budget
 - **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 & safety talk
 - 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 for site supplies and/or volunteer recognition
 - **Local Media**
 - Ask for radio announcements
 - Write letters to the editor
 - Send a press release to your local paper