

What does it mean to Lead a One Seattle Day of Service Event?

Before the event:

- You decide on a project that you would like to do
- You determine how many volunteers you need for the project
 - You can request that your event be private (just your group or people you invite)
 - You can request that your event be open to the public, where people would sign up via the One Seattle Day of Service website
 - You can request a combination of both (some reserved spots for your team and some open spots for the public)
- You determine when, where, and how long the event will be
- You [sign up](#) to host a volunteer project (before April 15)
- You will receive a confirmation email from dayofservice@seattle.gov
- You request cleanup supplies for your event
- We deliver supplies, including One Seattle Day of Service t-shirts, to your home or a nearby community center prior to the event
- You tell us location for where bags will be collected after event so that we can schedule pick-up immediately after event

Day of the event:

- You arrive early to set up supplies for volunteers
- You welcome volunteers when they arrive, get them to sign-in, and pass out t-shirts and cleanup supplies
- You share safety information and project details with the volunteers (i.e. when to meet back, where to place trash bags after the event)
- Take pictures!

After the event:

- Collect cleanup supplies from volunteers
- Ensure all bags are collected in the established pick-up location
- Return supplies one of the nearby community centers within a week of the event