Tips for Selecting a Service Day Organization

Team Leaders have autonomy in selecting and planning their volunteer opportunity provided that they:

1. organize activity for planned date
2. avoid religious and political organizations or projects
3. serve as liaison between the Office of Development and Alumni Relations (ODAR) and the selected organization
4. perform activity with the spirit of Michigan Law and the University in mind. The Law School reserves the right to request an alternate organization than that identified by team leaders if the Law School believes involvement somehow contradicts the mission of the school.

**Step 1:** Select an organization/activity in your community that fits the criteria above, is family-oriented, and is a standalone project which can be completed within one day. Define the time frame for the project. Inquire with organization about parking, dress code, location/directions, etc.

**Step 2:** Make certain that the organization will have a representative present on the day of service to lead our volunteers. Get this person’s cell phone number in case of any last-minute needs.

**Step 3:** Find out if the organization has a minimum age requirement for volunteering. If the organization requires volunteers (of any age) to fill out waivers prior to service, we will gladly send these out via email so they can be taken care of before arrival. Please follow-up with organization, if applicable.

**Step 4:** Inquire if there is a back-up plan in case of bad weather. If not, be prepared to communicate to volunteers to dress appropriately.

**Step 5:** Lunch during or after the volunteer activity will be provided to all Michigan Law alumni, friends, and family. Please check with organization to make certain bringing lunch on-site for volunteers would be appropriate. *Please note, lunch cannot be provided to non-Michigan volunteers, staff of the organization, or residents/clients of the organization due to hosting and compliance policies within the University of Michigan.

**Step 6:** Photos are encouraged, but leaders should check with the organization to make certain there are no concerns over photography. If non-Michigan volunteers are photographed (i.e. residents at a facility, staff, etc.) please verify if there is a waiver that needs to be filled out.
Step 7: Verify with organization a good meeting place for our volunteers to gather on the day of service.

Thank you for volunteering your time – it is greatly appreciated.

Go Blue!

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