



## **Tips for Successful Group Projects**

### **Communication! Communication! Communication!**

- Establish a decision-making strategy for the team in choosing projects
- Spend enough time in the planning stage
- Set-up sufficient lead time
- Decide what communications techniques and tools you will utilize
- When the project is chosen:
  - ◆ Don't assume anything
  - ◆ Define the parameters of the project
  - ◆ Identify what materials and supplies are necessary
  - ◆ Confirm the date/time/place and in case of rain instructions
  - ◆ Get specific directions to the site
  - ◆ Prepare any necessary documentation (liability/confidentiality waivers, etc.)
  - ◆ Recruit with specifics - what are the tasks, why it is important to get this job done, assure that the job is doable and will be fun. . .
  - ◆ Maintain communication with volunteers and the organization; confirm all details 5 days ahead.
  - ◆ Be flexible
- On the day of the project:
  - ◆ Arrive early
  - ◆ Clarify any questions with the organization
  - ◆ Take photographs
  - ◆ Have fun
- After the project:
  - ◆ Celebrate your completion of the job
  - ◆ Get feedback from volunteers and the organization
  - ◆ Thank all involved!

**Sponsoring:**

Volunteer Center, United Way 2-1-1, Retired & Senior Volunteer Program of Jackson, Clay & Platte Counties; and The Corporate Volunteer Council of Greater Kansas City