Remember! Celebrate! Act!
A DAY ON . . . NOT A DAY OFF

Agency Strategy for a Successful Martin Luther King, Jr. Holiday Day of Service – Monday, January 21, 2002

Thank you for being part of the Dr. Martin Luther King, Jr. Indiana Holiday Commission's Day of Service. Please review the points set forth below to aid you in planning a successful volunteer experience.

IN YOUR ROLE AS A VOLUNTEER SERVICE SITE, YOU SHOULD –

1. **Register your agency by completing a King Day of Service Project Registration Form on the Martin Luther King, Jr. web site, *http://www.in.gov/icrc/mlkjr/mlkjr.html*, or forward the completed form to the Indiana Civil Rights Commission at 100 North Senate Avenue, N103, Indianapolis, Indiana 46204. Your Day of Service project(s) will be listed on the web site to encourage volunteers to call your agency to work on Monday, January 21, 2002.**

2. **Develop a plan for your Day of Service project(s).**

   A. **Set the specific hours that your service project(s) will be performed on Monday, January 21.**

   B. **Determine the number of volunteers your agency can utilize for each project.**

   C. **Determine the supplies needed to complete each project.**

3. **Be prepared to answer questions because volunteers will call your agency directly to inquire about work on your project(s).**

4. **Your agency should decide whether background checks are necessary for volunteers.**

5. **Assign a person at your agency:**

   A. **To receive calls from volunteers and schedule assignments on your project (s);**

   B. **To inform volunteers of the location of the service project (s);**

   C. **To specify the type of work that will be performed;**

D. **To inform the volunteer if any special skill, tool or clothing is required to participate in your service project (s);**

E. **To inform the volunteer where to call if the volunteer or team cannot keep their commitment; and,**

F. **To reassign volunteers in the event a service project is cancelled.**

Please secure signatures from all volunteers on the Liability Waiver, Photo Consent & Minor Consent Form which includes:

Liability Waiver releases your agency, the Martin Luther King, Jr. Indiana Holiday Commission, and the Indiana Civil Rights Commission from liabilities that may arise from any volunteer's participation in your service project(s);

Photo Consent grants permission for the use of the image of the volunteer in promoting Day of Service activities. Volunteers not consenting to the use of their name and or image should be assured of their confidentiality;

Minor Consent (Participant Under 18) must have the permission of parent/guardian before participating in a Day of Service project(s).

Two appropriate sections (waiver/guardian and photo release) of the form should be signed BEFORE all volunteers begin to work on the Day of Service project.

The Martin Luther King, Jr. Indiana Holiday Commission and the Indiana Civil Rights Commission are not responsible for the quality of the work or service methodology used by volunteers working on your project (s).