



MORTAR BOARD NATIONAL HONOR SOCIETY

Hui Po'okela Chapter
University of Hawai'i at Mānoa

Service Project Checklist

Before Service Project

- Research possible service projects that are in line with Mortar Board objectives that Mortar Board could volunteer at
 - If you contact a coordinator for details regarding a service project, please do not promise them volunteers at this point. Please wait for approval from the President.
- Seek approval from Mortar Board President and Vice President for service project by sending in a Service Report Form
 - Once you receive approval, you may inform the coordinator that its been approved. Ask when they would like a headcount of volunteers.
- Send request to President for the service project to be added as an announcement on the next agenda
- Send request to the Webmaster for service project to be added to online calendar
- Send an email to the board with the following details at least 2 weeks prior to the date of service project:
 - Name of service project event
 - Organization in charge of event
 - Date, time, location
 - Deadline to respond by
- Give the coordinator a headcount of Mortar Board volunteers
- Organize carpooling if necessary and find out parking information
- Send a reminder email to members who signed up for service project a few days prior

During Service Project

- Take at least a couple pictures of members at the service project
- At the end of the service project, be sure to check with coordinator if they need help cleaning up before members leave

After Service Project

- Send the President, Vice-President, and Secretary the completed Service Report Form with the number of hours each member completed
- Thank the coordinator for allowing Mortar Board Hui Po'okela Chapter to volunteer with them
- Send pictures to Historian and Webmaster to be posted/archived