



ALUMNAE ASSOCIATION CHECKLIST

- ☐ Wear appropriate attire (shirts, letters, etc.).
- ☐ If serving with individuals from Key Impact Organizations or Local Impact Organizations, talk with the organization's staff to learn more about what they do.
- ☐ Take pictures that capture the work being done. (Be sensitive to privacy needs of those being served)
- ☐ Send pictures to *The Quill* at quilleditor@alphaxidelta.org
- ☐ Track member attendance to get accurate numbers of participants from your group.
- ☐ Try to track or estimate number of people served by your project. (If applicable)
- ☐ Make sure all waivers or paperwork (if required by volunteer site) are signed and collected prior to start of day.
- ☐ Find quantifiable way to track progress/ work from the day. (example: how many friendship bracelets were made, number of items collected, meals served, etc.)
- ☐ Take notes as needed of what is working well/what caused hiccups to help plan for next year.
- ☐ Drop your photos from day of in **PhotoCircle**.

KINDLY HEARTS INITIATIVE



THINGS THAT CAN BE IMPROVED