



Team Leader FAQs

Thank you so much for willingness to be a Team Leader for Vincentian Service Day 2022. We rely on dedicated leaders like yourself to make VSD a meaningful experience for all participants. Team Leaders serve as participatory facilitators for other volunteers, direct their groups to and from their service locations, and lead the group in a post-service reflective discussion. Below is important information you need to know about being a Vincentian Service Day Team Leader.

Team Leader Duties:

- Be on time for the morning program (see morning program details below).
- Check in at the Team Leader table upon arrival. The Morning Program section (below) goes over this aspect of being a Team Leader in detail.
- Familiarize yourself with the folder materials and the information about your site.
- Let the VSD Team know if everyone in your group has arrived prior to departure.
- Lead your group to and from the service site.
- Lead, or co-lead with other Team Leaders, reflection after completing service.
- Communicate with the VSD Team as needed.
- Return your folder and any other supplies to the VSD Team at the post-service BBQ on the Quad.

Morning Program:

- Arrive at Sullivan Athletic Center (McGrath Arena) no later than 8AM.
- Check in at the Team Leader table to receive your site folder. It will have important information about your site, including contact information and directions, as well as information about who is in your group.
 - If your service site has more than 10 people, multiple Team Leaders may be assigned to your group.
 - All Team Leaders should check in at the Team Leader table but there will only be one folder per site.
 - If you check in and your folder is not there, it means that another Team Leader has already picked up the materials.
- Find your site's assigned section of the bleachers.
 - Introduce yourself to the group and any other Team Leaders.
 - If someone else has picked up the Team Leader folder, please ensure you connect with them and also review the materials.
 - Ensure that everyone in your group has signed the VSD waiver and photo release form, which will be included in the group's folder.

- Count the number of volunteers in your group.
 - Using the information in your folder, make sure that your group meets your site's required minimum number of volunteers & is not over the maximum.
 - If your group has too many or too few volunteers, please communicate with the VSD Team by going back to the Team Leader table.
- Lead your team to your assigned site; your folder will indicate if you are traveling by bus or public transit.

At Service Site:

- Ensure that everyone who was with you at DePaul has made the journey to your service site.
- Connect with your site's contact so your group can get an introduction to the site and begin the volunteer experience.
 - If you cannot get into the site, call the service site contact (which will be included in the folder) to let them know you've arrived.
 - Once your group is all set at the site, call the VSD Contact listed in your folder to let the VSD Team know you've arrived safely at your site!
- Engage in the volunteer experience!
- After volunteering, lead, or co-lead, the group reflection between 12:30-1:00
- Before leaving your site to return to campus:
 - Ensure everyone in your group is there before leaving the site.
 - Ask the group to complete the VSD evaluation.
 - Pass out lunch tickets to everyone in your group.
 - Let people know they can post photos of the day on social media using the hashtag #DePaulVSD and they should tag @DePaulVIA. Please ensure your group has followed any guidelines your service site has set regarding photos.

Barbecue on the Quad:

- Pass out lunch tickets to everyone in your group if you have not already done so.
- Do a final count when you return to campus to ensure everyone has made it back to campus.
- Remind group to complete VSD Evaluation.
- Return Team Leader folder and check-in with the VSD Team.
- Post photos on social media from experience.
 - Use #DePaulVSD and please tag @DePaulVIA
- Enjoy lunch!

What to do if:

- You finish early:
 - Check in with the site staff member to see if there is anything else you can work on.
 - Start reflection early and then head back to campus.
- No staff members are at the site when you arrive:
 - Call the site contact, who will be listed in your folder.
 - If you do not hear anything from them, call the VSD contact listed in your folder.
- Someone gets injured or there is another emergency:
 - Call 911 FIRST if you feel the situation warrants emergency attention.
 - Call Public Safety if you are on DePaul's Campus.

- Call the VSD contact listed in your folder to make them aware of the situation.
- Alert the site contact if you are on the site when the injury or emergency occurs.

Thank you again for helping in this capacity – we appreciate you! Please feel free to reach out to serviceday@depaul.edu with any questions or concerns that arise.