Checklist For A Community Service Event

1. Identify community service opportunity that you want to engage in (if you need help, contact the Volunteer Center of Cedar Valley)
2. If you need assistance, email us at involvement@uni.edu

The Budget:                      Date Completed by  Assigned To

Prepare a proposed budget
Identify funding sources
\((NISG\ or\ personal\ org\ money)\)

General (on campus):

Check with University Calendar
Reserve a facility (EMS Calendar)
**Reserve Equipment**
Coordinate room or outside set up

General (off campus):

Coordinate with non profit
Plan for parking
Purchase any supplies needed
**Reserve Equipment**

Food (on campus)

Determine what food you want
Work with UNI Catering
**Choose an approved vendor**
**Catering Exemption**

Accommodations/Accessibility

Is your event accessible to all students?
What accommodations do you need to offer?

Marketing

Promotional plan
Design materials
Print materials (Copy Works)
Miscellaneous

Create a timeline
Purchase Supplies (connect with Student Involvement Secretary to finalize purchasing details)
Recruit volunteers
Make a follow up thank you plan