

# 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](mailto:involvement@uni.edu)

**The Budget:**

**Date Completed by    Assigned To**

Prepare a proposed budget	_____	_____
Identify funding sources <i>(<a href="#">NISG</a> or personal org money)</i>	_____	_____

**General (on campus):**

Check with University Calendar	_____	_____
Reserve a facility ( <a href="#">EMS Calendar</a> )	_____	_____
<a href="#">Reserve Equipment</a>	_____	_____
Coordinate room or outside set up	_____	_____

**General (off campus):**

Coordinate with non profit	_____	_____
Plan for parking	_____	_____
Purchase any supplies needed	_____	_____
<a href="#">Reserve Equipment</a>	_____	_____

**Food (on campus)**

Determine what food you want	_____	_____
Work with <a href="#">UNI Catering</a>	_____	_____
<a href="#">Choose an approved vendor</a>	_____	_____
<a href="#">Catering Exemption</a>	_____	_____

**Accommodations/Accessibility**

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

**Marketing**

Promotional plan	_____	_____
Design materials	_____	_____
Print materials ( <a href="#">Copy Works</a> )	_____	_____

Use Student Involvement's [Content Creator](#)

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**Miscellaneous**

Create a timeline

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Purchase Supplies

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*(connect with Student Involvement Secretary to finalize purchasing details)*

Recruit volunteers

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Make a follow up thank you plan

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