

MLK JR. DAY OF SERVICE CHECKLIST



JOBCORPSY2Y.COM

The National Office has challenged all Job Corps centers to coordinate a community Day of Service to honor Dr. Martin Luther King Jr. (MLK Jr.) during the week of Jan. 16, which is Martin Luther King Jr. Day. You can use these tips to plan a successful day of service in your community.

IDENTIFY PROJECT OPTIONS

- It's important to find projects that will be meaningful to your community and fellow students. Think about the needs in your community, and determine the best way you can get involved to address those needs. Consider:
 - Schools
 - Libraries
 - Homeless shelters
 - Nursing homes
 - Food pantries
 - Animal rescue shelters
 - National parks
- If you need help finding volunteer opportunities, visit www.serve.gov for ideas on how you can contribute to your local community.
- Make sure you know how many volunteers you have from your center and how many people you will need for a service project. You may need to set up multiple activities or different shifts to accommodate all students.

PREPARING FOR YOUR SERVICE PROJECT

- Once you decide on a service project, call the organization where you want to volunteer and set up a date and time. Be sure to let them know how many volunteers will be participating. In addition, collect the following information:
 - Volunteer coordinator name and contact information
 - Goals for project
 - Tasks to meet goals
 - Supplies needed
 - What to wear
 - Where to meet/Where to park
 - What to do in case of rain or snow for outdoor projects
- Once you gather these details for your service project, share them with your fellow students and consider handing out fliers or using posters [hyperlink] to recruit more. Be sure to make a list of volunteer names and contact information.

MLK JR. DAY OF SERVICE CHECKLIST

GET THE WORD OUT

□ TELL STUDENTS AT YOUR CENTER

- Download the MLK Jr. Day of Service poster from the online Y2Y toolkit, print a quantity of them, and hang them in prominent locations around your center. (hyperlink to poster)
- Highlight your Day of Service plans whenever possible—during center assemblies, at club meetings, in your center newsletter, etc.

□ TELL THE COMMUNITY

- Issue a press release to local media at least a week prior to the event (refer to the Day of Service press release template in the Y2Y toolkit [hyperlink]). Be sure to have your center director or Y2Y advisor review the release before you share it.
- Remind the media of your event a few days before the service event, and invite them to come.
- Consider inviting other community organizations to help you with your service event.

□ USE SOCIAL MEDIA

- Invite people to participate by posting the event details to Facebook, Twitter, and Instagram.
- You can also use the Dream Card in the toolkit by downloading and printing the document. Write your dream for peace with a marker in the space provided. Take a photo of yourself holding this paper, and post it to social media using the hashtag #JobCorpsY2Y to share your dreams with others. Use the example to the right as a reference.



JOIN US FOR A DAY OF SERVICE!

[DATE OF EVENT]

[LOCATION OF EVENT]

[DESCRIPTION OF EVENT]

TO GET INVOLVED, CALL [NAME] AT (XXX) XXX-XXXX

OR E-MAIL [E-MAIL ADDRESS]

Y2Y is a student-led campaign to promote peace in our communities. Visit JobCorpsY2Y.com for resources and to share your story.



THE DAY OF YOUR EVENT

- Arrive on time, and be ready to work.
- Have someone take photos and videos of volunteers during the day.
- Be sure to thank your Day of Service coordinators.

THE DAY OF YOUR EVENT

- E-mail photos with captions and videos to JobCorpsY2Y@mpf.com.
- Ask volunteers for feedback after the event. Did it go well? How can it be improved next time?
- Share photos of your activities to social media using the hashtag #JobCorpsY2Y.
- Celebrate your success!

Throughout the process, remember to connect with your Y2Y staff advisor if you need help with planning and implementing your event.