TO: Yale Day of Service Club Coordinators

FROM: Alisa Masterson

RE: Registration Confirmations

As you know, each week you will be receiving a list of those who have registered for your Day of Service site or sites, including contact information. You may recall that we are asking local clubs to send confirmations to registrants with specific logistics information for the Day of Service activities in your area. Following are some points you might want to cover in your confirmation message:

* thanks for registering to participate in the global Yale Day of Service
* confirmation of site they registered for, including address (and phone, if okay with agency) as well as a link to the agency’s website (if they have one)
* directions to meeting place or site as well as public transportation options and/or parking information, if applicable (some folks are including links to a Google map showing the site location)
* information on attire and/or tools or supplies to bring (don’t forget bug spray and perhaps sunscreen if your project is outside)
* any special information having to do with the participation of children (such as a reminder that children are welcome or instructions that only children over a certain age may participate)
* contact number (preferably cell phone number) for the alumni point person for your site or sites on May 9th,  (or whatever date you choose), so if there are last minute questions or dilemmas on that day, there is someone they can reach.
* for outside sites, information on a weather plan, should it rain (ie we will meet, rain or shine, or in case of rain, call number x to see if we are still on)
* information on other activities that day such as a picnic or other social event for Day of Service participants.
* link to your club’s website, or contact information for someone from the club should the registrant want more information on the club and/or other club activities.
* and finally, your contact information, or that of someone you designate, should the registrant have questions about the service project.

This information should give your registrants what they need to participate in your Day of Service activities.

Thanks so much for your many efforts to make the Yale Day of Service a great success!