



Yale Alumni

TO: Yale Day of Service club coordinators
FROM: Mara Balk, Assistant Director for Volunteer Engagement, Yale Alumni Association
RE: Yale Day of Service Registration Confirmations

As you begin to receive registrants for your Yale Day of Service project site, it is important to send the individual participants a confirmation email that introduces yourself with your contact information, and delivers important information about the service project. Following are some points you might want to cover in your confirmation message:

- **Thank you** for registering to participate in the global Yale Day of Service
- **Confirmation of site**, including address, day-of phone number, and link to the agency's website
- **Directions**, including driving, public transportation options and/or parking information
- **What to wear/bring** information, such as appropriate dress, footwear, supplies or site-specific needs (sunscreen, bug spray, water bottle, etc.)
- **Instructions for children.** If you have identified your site as "family friendly," make sure to provide information having to do with the participation of children (appropriate ages, sample tasks, parental supervision, etc.)
- **Day-of contact**, preferably cell phone number for the alumni site coordinator in case of last minute questions or dilemmas on that day
- **Weather plan** for outside sites. "we will meet rain or shine," or "in case of rain, call number x to see if we are still on"
- **Post event social** information such as a picnic or meet up event for Day of Service participants
- **Club contact**, should the registrant want more information on the sponsoring Yale club and/or other club activities

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