



I KNOW I CAN

TIPS FOR SITE COORDINATORS

If you have any questions

Contact: Shelly Morgan at 907-269-7972; shelly.morgan@alaska.gov
Visit: www.acpe.alaska.gov/IKnowICan for more information and tips

Here are some helpful tips for site coordinators to make the program run smoothly.

Right Away We Will Need:

- + Agreement with the schools on the date and time for your 60-90 minute visit (preferred dates are early-mid November).
- + Completed School Applications from each school hoping to participate.
- + Estimated number of volunteers. (Let us know if you need assistance recruiting volunteers and/or if you would like assistance with volunteer training.)

Before the Event You Will Need to:

- + Recruit volunteers and provide a brief overview and volunteer tips so they feel comfortable and prepared. A 5-minute Volunteer Training video is available under Volunteer Tips & Tools at www.acpe.alaska.gov/IKnowICan. (It is often helpful to share volunteer and teacher contact information with one another to provide some familiarity for the day of the event.)
- + Pre-address student postcards. Please pre-label postcards, so that student addresses are complete prior to the event. (You can often get address labels or lists from the school office or teacher; alternately, address forms can be completed by parents and collected for accurate addresses – template located under Teacher Tips & Tools at www.acpe.alaska.gov/IKnowICan.)
- + Send press release to local media. A press release template can be found under Coordinator Tips & Tools at www.acpe.alaska.gov/IKnowICan. We encourage you to modify as appropriate and send to local media contacts.

At the Event Please:

- + Bring supplies: books, postcards and evaluations for your volunteers and teachers.
- + Meet with volunteers briefly prior to the event, to ensure they have enough books & postcards.
- + Distribute and collect completed evaluations from volunteers and teachers & return to ACPE.
- + Collect completed postcards and return to ACPE. (Please ensure each card has a return address prior to mailing them to ACPE.)

After the Event:

- + Thank you notes are a nice way to appreciate volunteers and teachers.
- + Wrap up meeting allows coordinators to share feedback on event successes and challenges.