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: [https://acpe.alaska.gov/IKnowICan](https://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: [https://acpe.alaska.gov/IKnowICan](https://acpe.alaska.gov/IKnowICan).)
- Send press release to local media. A press release template can be found under Coordinator Tips & Tools: [https://acpe.alaska.gov/IKnowICan](https://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 tips for your volunteers and teachers.
- Meet with volunteers briefly prior to the event, to ensure they have enough books & postcards.
- Send link to online evaluations to volunteers and teachers; complete coordinator evaluation.
- 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, while also reminding them to complete evaluations.