

ASC Cares Day - Team Leader Duties

A group organized into a team designates a Team Leader to be responsible for the following:



- ✓ Obtain Team Leader Packet from UCM office in Student Life Center of the SUB, Room 119.
- ✓ Select an open project from Project Board, located in SUB solarium next to One Stop, or by visiting www.adams.edu/community/asccares. Another option is to create a project that fits your mission as a club, team, class, etc. and that meets a community need.
- ✓ Confirm your project with UCM
- ✓ Recruit sufficient volunteers for your project and maintain Team Roster.
- ✓ Communicate project information to volunteers and remind often.
- ✓ Arrange transportation for your team. Drivers must have valid driver's license & private insurance. Please make copies of these documents and have them with you on Plunge Day.
- ✓ Have volunteers complete Medical Release/Authorization & insurance information. Bring to project site.
- ✓ Contact designated agency representative for your project. Obtain directions to site and any additional information.

Thank you for serving!

United Campus Ministry
Student Union Building in Student Life Center Rm. 119
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