

Project HOPE Senior Center Visit Checklist

This checklist is designed to make your Project HOPE visit to a senior center easy, efficient, and fun.

BEFORE

- Recruit 7 -10 volunteers and designate a team leader
- Visit www.chicago.goarch.org/ministry/hope to choose date preferences for a visit to a senior center
- Organize 50 bags according to the checklist by the morning of your confirmed visit
- Ask a member of the clergy to be part of your team...residents always respond warmly to our clergy!
- Work with Project HOPE to schedule a time for bus pick-up and drop-off. Visits are less than one hour not including travel

DURING

- Call the Project HOPE Coordinator to let her know you've arrived. Carts will be brought out to wheel in the meal bags
- Prepare and deliver remarks to residents (team leader)
- Distribute meal bags to residents (usually one bag per person but use discretion)
- Be sure to engage the residents. They are grateful for the goodwill and want to get to know you!
- Take photos and video to capture the moment

AFTER

- Send a follow up email to the HOPE committee member who helped schedule your visit with a short summary of thoughts about the event including what went well and what could be improved.
- Upload photos and videos to <https://chicago.goarch.org/upload/>
- Distribute your photos and videos in your parish church bulletins, newsletters, email blasts and spread the word around your parish!

About Project HOPE

Project HOPE (Humanitarian Outreach and Philanthropic Engagement) is a ministry of the Metropolis of Chicago. Our mission is to serve families, children, and individuals by partnering with our parishes and local nonprofit networks to help achieve food security and stable housing. For more information, visit: www.chicago.goarch.org/ministry/hope