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MY KINGDOM APPS · RESOURCES

SERVE DAY TOOLKIT

Everything you need to plan, staff, and follow up on one big day of citywide service — sign-ups, a leader packet, outreach emails, a budget sheet, and a follow-up plan.

“LET US NOT BECOME WEARY IN DOING GOOD.” — GALATIANS 6:9

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SERVE DAY DATE

PROJECT SITE

NAME

PHONE / EMAIL

SHIRT SIZE

PROJECT PREFERENCE

NOTES

PROJECT LEADER PACKET

One page per site leader. Print it, bring it, and hand it off to whoever's running your project this year.

BEFORE SERVE DAY

- Confirm project scope and headcount with the partner organization (or your own coordinator)
- Walk the site in advance if you can — know parking, restrooms, and shade/shelter
- Confirm your supply list against the Budget Worksheet and Supply Checklist
- Know the nearest hospital or urgent care and keep a first aid kit on site
- Print your sign-up sheet and this packet

DAY-OF SCHEDULE (ADJUST TIMES AS NEEDED)

- **30 min before start** — Leaders arrive, set up check-in and supplies
- **Start time** — Check-in, name tags, quick safety briefing
- **+10 min** — Kickoff and prayer as a team
- **Work block** — Build in a water/shade break every 45–60 minutes
- **Last 20 min** — Cleanup, load out, group photo
- **Wrap-up** — Quick debrief and thank-you before releasing the team

DURING THE PROJECT

- Keep water available and watch for signs of heat fatigue
- Get permission before photographing anyone you're serving
- Check in personally with any first-time volunteers

AFTER THE PROJECT

- Thank the team before they leave — specifically, not just generally
- Collect completed sign-up sheets and turn them in to the central coordinator
- Report back: final headcount, hours served, and one story worth sharing



PARTNER OUTREACH EMAIL TEMPLATE

Adapt this to reach out to schools, shelters, city offices, or other local organizations.

Subject:

[Your Ministry Name] would like to serve *[Organization/Neighborhood]* on *[Date]*

Hi *[Contact Name]*,

My name is *[Your Name]*, and I help lead *[Your Ministry Name]*, a local outreach group. Each year we set aside a day — this year it's *[Date]* — where our volunteers fan out across the city to serve wherever there's a need, at no cost to the people or organizations we serve.

We'd love to bring a team of *[approximate number]* volunteers to help with *[specific need: cleanup, painting, yard work, hosting a resource fair, etc.]* at *[Organization/Location]*. We'll bring our own supplies and coordinate everything in advance so it fits your schedule with as little disruption as possible.

Would you be open to a short call this week to see if this could be a good fit? Happy to work around your schedule.

Thank you for considering it — we'd count it a privilege to serve alongside you.

[Your Name]

[Phone / Email]

BUDGET WORKSHEET

Estimate early, track actuals as they come in, and build in a contingency — something always comes up.

CATEGORY	ESTIMATED COST	ACTUAL COST	NOTES
Supplies & materials			
Food & water			
T-shirts / signage			
Printing (sign-up sheets, packets)			
Photography / video			
Transportation			
Contingency (~10%)			
Total			

FOLLOW-UP PLAN

A Serve Day works best as a front door, not a one-time event. Here's how to turn it into ongoing involvement.

POST-EVENT SURVEY

What project did you serve on today?

On a scale of 1–5, how likely are you to join us again?

Would you be interested in joining an ongoing Serve Group?

Anything we should do differently next time?

FOLLOW-UP TIMELINE

48 HOURS	Send a thank-you message (text or email) with a photo from the day.
1 WEEK	Personally invite anyone who marked interest in a Serve Group to the next one meeting up.
1 MONTH	Check in with new volunteers who haven't yet connected to a Serve Group — a short, no-pressure text goes a long way.