BRINGING THE BIG EVENT TO YOUR SCHOOL.

THE UNIVERSITY OF OKLAHOMA ©
HIGH SCHOOL EXPANSION PACKET
The goal of The Big Event is to engage students with their community, and to promote service and volunteerism. The Big Event has been established at Universities and high schools across the country to give students a chance to give back to their community. The Big Event at the University of Oklahoma is OU’s official day of community service, and the largest community service project in the state of Oklahoma! Every spring, over 5,000 students, faculty, and staff go out across the Norman and Greater Oklahoma City metro area for one day of service. For the past fifteen years, students have participated in this event to show their appreciation to the surrounding community by completing service projects such as painting, yard work, and visiting with the elderly. This event is a completely student-run service project, allowing us to do our part for the community. This year, we want YOU to join! We are expanding the Big Event to high schools all across Oklahoma. This is a great opportunity to join us in giving back to our state. We want to help you every step of the way and are excited about working with you in creating a Big Event of your own!

The Big Event
900 Asp Ave., OMU 392
Conoco Student Leadership Wing
Norman, OK 73019-4054

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“Jobsite” is the term given to the areas where students volunteer! They are an integral part of the Big Event!

Jobsites are the most important part of the Big Event. We recommend that you hand-pick the sites that you work for your first year. Organizations where your service clubs already have a presence are great places to start. Places like nursing homes, schools, non-profit organizations and churches in your area are also great potential jobsites. If finding jobsites is difficult, serving your school is a great place to start!

Getting in Contact

A phone call to the owner of the jobsite is a good first step.

After explaining what the Big Event is, if the contact sounds interested, request to meet with them at the jobsite to review what work is requested by the site. Be sure to take meticulous notes including:

- Jobs to be done
- Tools you may need
- Volunteers needed to complete the task

(Work requested should not take more than 4 hours)
JOBSITES 101: WHAT TO DO

1. Think of potential nonprofit or community organizations that could become a jobsite.

2. Make contact with a representative from the organization.

3. Request visit to the jobsite.

4. Take notes on the jobs to be completed, tools needed and the number of volunteers to complete the task.

5. After meeting with the representative, organize notes so volunteers will know exactly what jobs need to be performed on the day of.

6. Before the day of The Big Event, drop off all necessary tools to the jobsite and ensure they are in a secure location that volunteers can access on the day of the project.

7. On the day of The Big Event, have volunteers perform all jobs requested. Be sure to clean up and return the tools!

VOLUNTEERS

Your leaders and volunteers are the heart of The Big Event!

When planning for this day of service, your school should have student-led Leadership Teams.

One of the objectives of these leadership teams is to set realistic goals when preparing for The BIG Event.

Every school is different, so we want to make sure that the goals you set are unique and achievable by your student body and school.
PUBLIC AFFAIRS

Publicizing your Big Event is an integral part of getting the community involved. Social media is a great way to let Jobsites and volunteers know what is going on. Having every volunteer wear the same T-shirt is a great way to show unity through your Big Event. Make flyers, posters, stickers, newspaper ads and more to advertise for the Big Event! Get creative on how you’re going to get the word out!

For some ideas about publicity, check out our Twitter and Facebook page!

DONATIONS

Finally, one of the biggest parts of The Big Event is securing tools and donations for your jobsites. You can involve faculty and staff and even members of the community in The Big Event by asking for donations of tools. This is an important part of The Big Event, as many jobsites will include outside work that requires tools.

IDEAS FOR COLLECTING TOOLS

(1) Fundraise to buy tools, (2) borrow tools from community members or the school (clearly labeling them), (3) have volunteers bring their own tools, or (4) work with the nonprofit to figure out what tools they need, and if they have a way of providing them.

WHAT ARE YOU WAITING FOR?

Start planning your Big Event today! We are here to help you every step of the way!