

Family Friendly Project Checklist



Agency:	
Program Name:	Activities:
Date:	Location:
Contact:	Phone Number:

	To do:	Yes
Environment	Facilities: Space planned and allotted for activities	
	Restrooms and water available	
	First aid, CPR	
	Technical expertise on site	
	Accommodations made for all ages	
	Volunteer insurance	
Child Conscious	Two to three hour maximum time limit per project	
	Age-appropriate tasks	
	Children acknowledged by staff	
	Parents perceive project as valuable to children	
	Transportation provided for children	
Tools/ Training	Safe environment	
	Volunteers receive proper instruction upon arrival	
	Proper equipment is available for related tasks	
	Clear, easy-to-understand directions provided	

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Recognition	Volunteers are greeted as a family, acknowledged by name	
	Fun atmosphere—smiles, fun, music	
	Recognition/awards ceremony	
Commitment	Adequate supervision by both staff and volunteers—includes attention to elderly	
	Parents agree to stay with and supervise their children	
	Families are kept together	
	Provides family-oriented practice in community leadership	
	Provides meaningful contribution to community	

Revised by HandsOn Network March 2010.