

## DAILY TASKS / B38 OUTREACH:

### **Clean up / organization, update information board**

clear trash off the stage, organize desks  
update information board in the morning. it should have:  
the name and phone number of whoever is the coordinator that day  
whether we are canvassing or not  
new resources and contacts  
questions that come up throughout the day  
team needs

*daily*

### **Site-visits/deliveries**

deliver to homebound residents in binder. document what was delivered, how they are doing,  
and  
what is needed next in follow-up form ("B38 FOLLOW UP FORM")  
*2-3x/week*

### **Call Backs / Follow Ups**

call people with unresolved needs (not homebound, but legal, construction, etc) to check on their status, offer new information and resources. also let them know about volunteering/community participation.

*1x/week*

### **Leadership/neighborhood outreach**

follow up with people who have been identified as potential leaders during canvassing. invite them to  
come to b38 to learn about the work we are doing, and see what they are interested in.  
*1x/week* (this is ongoing work, but should also have one person, one day a week, specifically working on it)

### **Data Entry synthesis**

scan new intake forms and follow-up forms

### **B38 meetings/communication with distro**

check in with distro about their volunteer needs in the morning, channel volunteers to them if needed.  
work to help other volunteers at b38 get work done at the end of the day so there is time for a community meeting  
*daily*

### **Check in with lawyers/medics/construction**

coordinate lawyers to come to respond to canvass-identified needs, and to talk with people at distro.  
update them on volume of needs we have identified, check in about their capacity.  
*1x/week*  
check in with medical station, find out updates & capacity  
*1x/week*

check in with respond & rebuild, world cares, etc to find out their work capacity for the week. make sure they are able to continue to take our referrals.

*1x/week*

**Report Back on google doc**

update google doc ("B38 DAILY REPORT BACKS") at the end of the day. share specific tasks that you finished, any work that still needs to be finished, and general reflections, larger concerns or questions, and new observations/information about what's going on.

*daily*