

# Community Organiser- Essential Information



## Suggested Project Timeline & Deadlines:

### Week 1

- Start recruiting your teenage & senior participants.
- Ensure all teenagers have interview sheets & flyers & that they have had their permission slips signed by a parent/guardian.

### Week 2

- Aim to have participants on board & paired up.
- Begin interviews.

### Week 3

- Make sure your digital contact sheet is filled out so your County Supervisor can schedule senior portraits.
- Participants working on interviews & creative responses.

### Week 4

- Collect finished interviews, creative responses & selfies from teenage participants. Confirm with teens that they have uploaded their projects to **changex2.typeform.com/timemachine**.
- Post finished material to your County Supervisor.
- Send a short paragraph about your experience working on the project & a photo of yourself to us (this will be the introduction to your chapter on the time machine website).
- We begin scheduling the senior participants' portraits, creating your unique chapter on the Time Machine website & building your time capsule.



## Community Organiser Checklist:

- Sign volunteer agreement & email photo to your County Supervisor.
- Read health & safety documents.
- Invite teenagers & seniors in your community to join the project.
- Add participants' details to your digital Contact Sheet.
- Pass on interview sheets & flyers to teenage participants.
- Make sure all teens have their parental consent forms signed.
- Confirm with all teens that they have uploaded their interviews, creative responses & selfies to **changex2.typeform.com/timemachine**.
- Collect finished projects from teenagers.
- Return interview sheets, selfies & creative responses via post to your County Supervisor.
- Send an introduction paragraph & selfie to the County Supervisor.



## Tips:

- Set up regular check-in meetings with your teenage participants to keep track of everyone's progress.
- Set deadlines for teen participants to have interviews & creative responses completed by.
- Make sure that your teenager & senior participants get the project flyers so they understand the project & what their role is.