SYC Project Roadmap

1 — Vision and Alignment

May - June 2026

Campus Pastor
Impact Pastor
Campus Leader

- Review Past Projects
- Clarify Campus Preferences (Project type, size, risks)
- Determine Target Number of Volunteer Spots & Projects

Proceed When: Alignment Meeting Complete

2 — Outreach and Proposal

June - July 2026

Campus Leader
Partner Organization

- Campus Leader meets with partner organizations
- Campus Leader submits project proposals

Proceed When: Proposal Submitted

3 — Screening & Assessment

July - August 2026

Impact Pastor
Campus Leader
Partner Organization

- Proposal approved, declined, or returned for clarification by Impact Pastor
- Onsite Assessment completed by Pastor Campus Leader, and Organization

Proceed When: Proposal Approved & Onsite Assessment Complete

4 — Application

September - November 2026

Impact Pastor
Campus Leader
Partner Organization
SYC Director

- Campus Leader completes Project Application form (final scope, logistics, volunteer needs
- Impact Pastor & Core Team Review Application

Proceed When: Application is Approved

5 — Final Details

December 2026 - January 2027

Impact Pastor
Campus Leader
Partner Organization
SYC Director
Core Admin Team

- Campus Leader (CL) obtains waiver & insurance forms
- CL recruits Project Manager (PM)
- CL submits Project Registration Details, Skilled Leader, and Welcome Team forms

Proceed When: Project is LIVE on Registration Site

6 — Launch

February 2027- April 2027

Impact Pastor
Campus Leader
Partner Organization
SYC Director
Core Admin Team

- CL collaborates with Admin Team on logistics & recruitment for PM, Skilled Leaders, and Welcome Team
- CL & PM Attend promotional weekends for campus recruitment

Proceed When: the date is April 24th & 25th!

Vision and Alignment

Purpose	• Establish campus alignment before pursuing projects
Timeline	• May - June 2026
Key Questions	• What worked last year? What projects should not be repeated? • What project types best fit our campus? • How many volunteers can we realistically mobilize, across how many sites?
Action Items	• Conduct alignment meeting with Campus Pastor, Campus Leader(s), and Impact Pastor and review the key questions above.
Resources	• Project Decision Matrix * • Volunteer Projections * • 2023 & 2025 SYC Project Sites*
Proceed When:	• Campus alignment meeting completed and key questions are answered.

Click to Download!

Outreach and Proposal

Purpose

- Identify and explore potential projects with non-profit partners

Timeline

- June - July 2026

Key Questions

- Does the Partner Organization align with SYC values, as defined in the Project Decision Matrix?
- Is the project meaningful? Would volunteers clearly understand the impact?
- Is the size of the project realistic for the campus?
- Are there any liability / insurance concerns?

Action Items

- Campus Leader schedules and conducts meetings with partner organization(s) to discuss potential project(s)
- Campus Leader gathers information needed to submit project proposal form, using the Project Proposal Guide
- Campus Leader submits Project Proposal Form by August 1st.

Resources

- Project Decision Matrix *
- Volunteer Projections *
- Project Proposal Guide *
- Project Proposal Submission Form*

Proceed When:

- Project Proposal Form(s) submitted for Project Site(s)

Click to Download!

Screening and Assessment

Purpose

- Evaluate project feasibility, clarity, and volunteer experience

Timeline

- July - August 2026

Key Questions

- Does this project meet criteria as defined by the Project Decision Matrix? Should it advance to an on-site assessment?
- Are there any immediate concerns related to safety, logistics, or complexity?
- Can this project realistically support the proposed volunteer count and skill level?
- Is the volunteer experience clear, meaningful, and manageable?

Action Items

- Impact Pastor evaluates Project Proposal within 1-2 weeks of submission. Determines:
  - Project is ready for on-site assessment
  - Project needs clarification
  - Project not suitable for Serve Your City
- Impact Pastor, Campus Leader, and Partner Organization conduct on-site assessment
  - Educate Partner Representative on Project Partnership Form, Additional Insured Requirements, and Permits

Resources

- Project Decision Matrix *
- Volunteer Projections *
- Completed Proposal Form
- Project Partnership Form - Coming Soon

Proceed When:

- Proposal is approved
- On-Site Assessment Completed

Click to Download!

Application

Purpose

- Finalize operational details required to complete the project.

Timeline

- September - November 2026

Key Questions

- What is the finalized scope of the project?
- Are any permits or approvals needed to complete this work?
- What volunteer roles, teams or skill levels are needed?
- What pre-work is needed prior to project weekend?
- Has a budget been estimated? Will the partner organization be contributing funds or materials?
- Does this project fit within the campus's overall project variety, volunteer goals, and leadership capacity?

Action Items

- Campus Leader submits Project Application NO LATER THAN November 1st.
- Application reviewed by Impact Pastor & Core Team
  - Approved
  - Returned for clarification
  - Determined not suitable for Serve Your City
- Waiver and Insurance Coordinator determines if project needs to submit Certificate of Insurance
- Skilled Leader Coordinator begins intake of skilled leader needs
- Campus leader works on obtaining signed Project Partnership Form

Resources

- Volunteer Projections *
- Campus Budget - link coming soon!
- Completed Proposal Form
- Application Guide *
- Application Submission Form*
- Project Partnership Form - coming soon!

Proceed When:

- Application is approved

Click to Download!

Final Details

Purpose

- Prepare approved projects for public registration and launch by organizing project details, staffing, logistics, and volunteer-facing information.

Timeline

- November 2026 - January 2027

Key Questions

- Are all required forms and documentation completed?
- Has a Project Manager been identified?
- Is the project scope organized into manageable and understandable volunteer teams or sub-projects?
- Does the registration listing clearly communicate expectations, impact, and logistics?

Action Items

- Submit Waivers & Certificate of Insurance (if required) by December 1st
- Campus Leader & Project Manager submit Project Registration Details form for each sub-project at their site by December 15th
- Confirm Online Registration Listing by January 15th
- Recruit Project Manager by February 1st
- Submit Skilled Leader Form by February 15th
- Submit Welcome Team Leader Form by March 1st

Resources

- Waiver/Insurance Instructions - coming soon!
- Copy of Completed Application
- Project Registration Details Cheat Sheet - coming soon!
- Project Registration Details Form - link coming soon!
- Project Manager Role Description - coming soon!
- Skilled Leader Form - link coming soon!
- Welcome Team Form - link coming soon!

Proceed When:

- Project is LIVE on registration site

Launch

Purpose

- Support the successful execution of Serve Your City through volunteer engagement, project support, communication, and final coordination.

Timeline

- February 2027 - April 2027

Key Questions

- Are volunteers receiving clear communication and expectations?
- Are projects adequately staffed and supported?
- Are campuses prepared to promote and support their projects?
- Are logistics, supplies, and leadership structures finalized?
- Are project leaders equipped for SYC weekend execution?

Action Items

- Submit leader T-Shirt order form by April 2nd
- more action items coming soon!

Resources

- Two Week Checklist - coming soon!
- Weekly Campus Lead & Project Manager Updates
- T-shirt order form - link coming soon!

Proceed When:

- It's Serve Your City Weekend! April 24th & 25th, 2027