



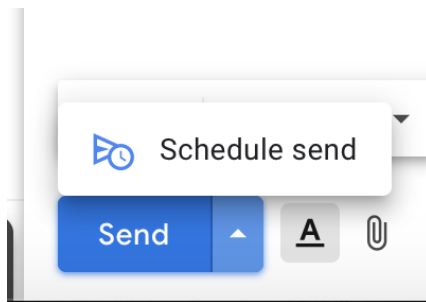
Example In-Person Visit Protocol

Check your shared Volunteer folder in Google Drive for building-specific information

Remember to check with your pair on where they would prefer to meet (in a common space or outdoors).

This must be done every week for your Perfect Pair meeting:

1. Write an email with the template located below
 - a. **Schedule send to:** Activity Director for your resident's building
CC to: Perfect Pair executive board email
 - b. **Schedule send for 9AM the morning of your meeting** by clicking the up arrow next to the send feature (Gmail example pictured below)



- c.
 - d. **SEE NEXT PAGE FOR TEMPLATE EMAIL TO SEND.** Email your executive board if you have any questions
2. Upon arrival: Enter at the front entrance and let the desk employee know you are there for a Perfect Pair meeting with your pair. You may have to fill out a sign-in sheet.

Subject: [Perfect Pair Meeting] Resident Name, Date, Time

Good morning,

I will be stopping by for my Perfect Pair meeting with *Insert Resident Name* at *Insert Time*.

Thank you so much for helping us set it up!

Insert Your Name

Perfect Pair Volunteer

