



Little Free Library DIY Project Checklist

For Urban Geoponics

Please Read First: Please read through all steps before purchasing or decorating your library.

1. Choose Your Library

Purchase a Little Free Library box from any retailer or source you prefer.

Example links:

- [Small](#)
- [Large 1](#)
- [Large 2](#)

2. Confirm Your Hours

Hours already include 30 minutes of travel time

- Small library = 12 hours
- Small library + books = 20 hours
- Large library = 18 hours
- Large library + books = 35 hours

3. Decorate

Use bright, welcoming, kid-friendly themes. Please avoid religious symbols, messaging, or references.

4. Add Books *(Optional but Encouraged-it's a great opportunity for a drive!)*

Use age-appropriate, family-friendly books in good condition.

5. Email to Schedule Drop-Off

Email volunteer@uwnefl.org before drop-off.

6. Take and Send a Photo

Send a photo of the completed library at the recipient location.

7. Log Your Hours in the Volunteer Hub

After completing the project:

1. Sign in to your Volunteer Hub / Get Connected account
2. Click My Profile
3. Select Hours or Track Hours
4. Choose this project
5. Enter your completed hours
6. Click Submit

The Volunteer Hub keeps track of all your volunteer hours and creates a downloadable Volunteer Resume that you can use for school, scholarships, job applications, court verification, or your own records.

If you need another verification method, please allow 3 to 5 business days.