

DAYS OF SERVICE PROJECT PLANNING KIT

INTRODUCTION

Volunteer Iowa, AmeriCorps, and the Governor's Office encourage you to take part in a Day of Service to serve and help your community.

Each designated Day of Service is unique and special in its own way, yet all have the same purpose and commitment; making a difference, whether it is for the life of one community member, or the entire community, state, or nation. Organizations and volunteers across the state gather to take part in Days of Service to bring attention to causes and issues needing change and to make contributions to solutions. Service projects focus on, but are not limited to, service areas such as: education, mentoring, community beautification, and donation collections. The list goes on and on.

This Project Planning Kit will help you develop a successful volunteer project benefiting those in need in your community while honoring a National Day of Service. Refer to this document to develop activities, identify potential project partners, recruit volunteers, and generate publicity for your event. Feel free to adapt any of these materials to fit your needs and the needs of your community. If you have questions, contact Volunteer Iowa at info@volunteeriowa.org or 1.800.308.5987.

This project planning kit contains:

- Project Planning FAQ (page 2) - answers basic questions about planning a successful volunteer project.
- List of Days of Service (page 4) - gives a brief description of the focus of each designated day.
- Project Planning Schedule (page 5) - to help you stay on track while planning your project.
- Planning Worksheets (page 6) - to help you organize all the details for your project.
- How to Guide for Get Connected (page 12) - to help you use Iowa's online volunteer recruitment tool.
- Sample Documents:
 - *Potential Partner Letter* (page 13) that can be customized to invite local businesses and/or organizations to partner on your project, donate, or provide groups of volunteers to help with your project.
 - *Media Advisory* (page 14) that can be customized and distributed to your local media to inform them and the public about your event.
 - *Press Release* (page 15) to be customized and used by reporters as a base for writing a story about your event. This can be written before the event to attract advanced notice or attention or can be written after the event to inform the media about the day's accomplishments.
 - *Elected Official Invitation* (page 16) to be tailored and sent to your elected officials inviting them to attend and bring attention to your event. This should be sent out well in advance due to their busy schedules.
 - *Photo Release* (page 17). Collecting a photo release from all your volunteers is a must! Without asking your volunteers if you may photograph them, your pictures cannot be used for future publications.
 - *Volunteer Sign-in Sheet* (page 18) to help with volunteer tracking on the day of your project, as well as to boost your volunteer database and improve your ability to inform volunteers about future events and volunteer opportunities.

FREQUENTLY ASKED QUESTIONS

The following are frequently asked questions about planning a community service project involving volunteers.

Q. Why is it important for my organization to participate in a Day of Service?

A. Hosting a Day of Service project is the perfect opportunity to issue a call to action in your community. It also gives your organization a chance to educate volunteers on the community's needs and explain how your organization is working to meet these needs, not just on this particular day, but on a continual basis.

One goal your organization can achieve with a service project is encouraging and inspiring community members to volunteer for (or donate to) your organization on an ongoing basis. This is also a wonderful way to educate local media about what your organization is doing for the community.

Q. How do I start planning a project?

A. There are quite a few things to consider when planning a community service project for volunteers, such as who will lead the activity, what materials will be needed to complete the work, and what to do in case of an emergency. Look to the Planning Worksheets in the next part of this kit to help you with those details. The following are some key elements of great volunteer projects. Successful projects:

- Take place either in the late morning or early afternoon, have a designated start and end time, and do not take more than three to four hours to complete.
- Are directed by an enthusiastic project coordinator who makes volunteering fun!
- Keep everyone busy. There should be planned and organized activities for all the volunteers to do. You do not want volunteers to feel that their time was not well spent and that the project was disorganized. It is better to have too many projects than not enough!
- Are organized and have supplies ready. Provide safety equipment, such as gloves, if possible.
- Orient volunteers to the organization; explain the organization's mission, programs, and services.
- Provide training on the work that is to be done.
- Manage "organized chaos" – the first 30 minutes of every project may seem a little chaotic as volunteers get used to their work, receive answers to their questions, and late volunteers arrive on the project site. However, the project coordinator should always appear calm and confident.
- Provide a comfortable experience for volunteers. Inform volunteers beforehand to dress appropriately for the work that will be done and to bring any needed supplies. Activity leaders should also check in with each volunteer throughout the day to see how things are going. Offer rest breaks, provide encouragement, and if possible, provide snacks and beverages for your volunteers.
- Thank ALL volunteers! Make sure they understand their help is truly appreciated. As you thank volunteers, encourage them to return. People who become involved as one-day volunteers often become great advocates, regular volunteers, and supporters!

Q. What types of volunteer projects should be planned for a Day of Service?

A. While project options are unlimited, you are encouraged to think about your organization's most vital needs and be mindful of the theme for the specific Day of Service when deciding on an activity. Community volunteers can help get things done such as spring cleaning activities, painting, landscaping, and facility repair. Volunteers also can help with donation drives for things like personal care items, baby items, books, back-to-school items, food, or nutritional snacks. If you are familiar with the professional skills of the group of volunteers, consider skill-based opportunities such as developing marketing materials or providing consulting services. Use a Day of Service to complete tasks you have on your wish list!

Q. What if I feel like I do not have enough time to plan a project?

A. Project planning can seem overwhelming and time consuming but can be easier if you simply plan your project around the activities and services you provide daily. Your organization can even recruit a volunteer or two to assist with project planning. For example, your organization could establish a Youth Service Board of

youth volunteers that is responsible for identifying a need in the community relevant to your mission and plan a Day of Service that engages other young people in service. This provides youth voice to your work, as well as engages a new pool of volunteers to support your work.

Q. How will the community learn about the Day of Service project?

A. Through media advisories and press releases, as well as publicity and social media messages generated by your organization. Projects posted online at least two weeks in advance will have a greater chance of recruiting extra volunteers and Volunteer Iowa can direct the media to the site to see what’s happening around the state.

Q. Will my organization need to recruit volunteers to help with the project?

A. Yes. In addition to statewide publicity and listing your project online through volunteeriowa.org, you should contact your local media and work with community groups to attract additional local volunteers.

Q: Do I still need to promote and post my project on volunteeriowa.org if all our volunteers are internal and no community volunteers are needed?

A. No. The state uses this website as a volunteer recruitment tool and closed projects do not need to be posted. However, to help us be aware of what projects are planned we ask that you send your project details to info@volunteeriowa.org. As a state, Iowa would like to share projects and volunteer numbers, volunteer hours completed, and number of donations collected to celebrate your accomplishments. Submitting your project details will help us promote Iowa’s spectacular volunteer rates and activities!

Q. How will I know how many volunteers will show up to help with my project?

A. By registering your service project on volunteeriowa.org, you will be able to track and communicate with the volunteers who sign up for your project.

Q. What if it rains on the day of our outdoor project?

A. You are encouraged to plan a “Rain Date” or alternative project in case of inclement weather. Make sure any Rain Date information is included in all your publicity materials and online postings.

Q. How will I get supplies for my volunteer project?

A. You will need to identify and acquire any supplies needed for your project. Note: Day of Service Projects DO NOT require extra resources and supplies! Awareness and advocacy projects can be easy acts of service that do not require many new materials. If you do need resources, we encourage connecting with local community partners. Use the included Sample Potential Partner Letter to request needed funds or materials from local businesses, community or faith-based organizations, and your local government. You are encouraged to use your regular partners and develop new ones to help secure the supplies you need. You can also include a list of donations needed in your publicity materials. There are small grants available for projects online as well.

Q. Are there any additional expectations of organizations participating in a Day of Service?

A. Yes. Coordinators are encouraged to take before, during, and after photos of the project. After the event, your feedback on how your volunteer project went will be solicited. Your comments and suggestions will be used to make future Days of Service days even better. Also, you are invited to share photos and any media coverage your project receives with Volunteer Iowa by sending them to info@volunteeriowa.org.

NATIONAL DAYS OF SERVICE

January

Martin Luther King, Jr. Day of Service (Third Monday of January)

The third Monday in January was designated as an annual federal holiday and [MLK Jr. National Day of Service](#) by Congress. This day is to bring attention to real needs affecting our local communities. The slogan is “Make it a day ON, not a day off!”

March

AmeriCorps Week (Mid-March)

[AmeriCorps Week](#) provides the perfect opportunity for AmeriCorps members, alums, grantees, program partners, and friends to shine a spotlight on AmeriCorps and to motivate more Americans to serve. Individuals and organizations with a special interest in AmeriCorps—especially members, programs, and alums—are encouraged to use their creativity to mark the week in any way they see fit.

April

National Volunteer Week (Second or third full week in April)

[National Volunteer Week](#) is a nationwide initiative to recognize and celebrate the tremendous efforts of volunteers.

Global Youth Service Day (Three-day period during National Volunteer Week in April)

[Global Youth Service Day](#) is an annual campaign, which celebrates and mobilizes the millions of children and youth who improve their communities each day of the year through service and service-learning. On Global Youth Service Day, children and youth address the world’s most critical issues in partnership with families, schools, community and faith-based groups, businesses and governments.

May

Join Hands Day (First Saturday in May)

[Join Hands Day](#) helps create bonds between young people and adults through neighborhood volunteering. Youth and adults work together on an equal basis to plan, organize and implement an activity to address a local challenge, make their neighborhoods better, and create a sense of community. Events might include serving food at homeless shelters, tutoring children, or cleaning up local parks.

September

September 11 National Day of Service and Remembrance (September 11)

[9/11 National Day of Service and Remembrance](#) was established as a national day of kindness, service and reflection to encourage volunteering, helping others in need, or doing something good for your community.

October

Make A Difference Day (Fourth Saturday in October)

[Make A Difference Day](#), the largest national day of helping others -- a celebration of neighbors helping neighbors.

November

Family Volunteer Day (Saturday just prior to Thanksgiving)

[Family Volunteer Day](#) is a day of service held on the Saturday before Thanksgiving to “kick-off” the holiday season with giving and volunteering. Family Volunteer Day demonstrates and celebrates the power of families who volunteer together, supporting their neighborhoods, communities and the world.

PROJECT PLANNING SCHEDULE

It is never too early to start your planning process, especially when it comes to a Day of Service or any large-scale service project. Listed below are tasks and actions you should keep in mind. Feel free to adapt this schedule to suit your needs and help you stay on track.

6 months: Identify a need in your organization or community and generate project ideas.

- Develop a list of people to recruit to join your planning team
- Utilize volunteers to plan your Day of Services—including youth!

5 months: Contact the individuals you would like to include on your planning committee.

- Confirm team members' involvement
- Set up a meeting for the next month

4 months: Have the first planning meeting. With the help of your planning committee:

- Brainstorm project ideas
- Create committee and project goals
- Make a list of potential partners
- Choose project location
- Task committee members with potential partners to contact
- Determine future planning meeting dates

3 months: Start building out detailed project plans.

- Make a list of needed materials
- Create a committee task list
- Create a rain date plan
- Develop a volunteer recruitment strategy

2 months: Include partners in planning meetings (optional) and continue reaching out to others.

- Post event on community calendars
- Construct a potential volunteer task list
- Send out letters for donation requests, if needed

1 month: Finalize project details.

- Post project on volunteeriowa.org to assist in recruiting volunteers
**If your project will be conducted solely with the help of internal volunteers and no outside volunteers are needed, send the details about your project to info@volunteeriowa.org rather than posting it online.*
- Develop a media advisory
- Write a press release
- Confirm speakers, media, transportation, and security for the event
- Put PSAs together (optional)

3 weeks: Finalize media communication plan.

- Research contact information for local media and how they would like to be contacted
- Assign committee members' responsibilities for the day of the event

2 weeks: Send out volunteer recruitment e-mails to partners or past volunteers.

- Put together a schedule for project day

1 week: Send out media advisories to local media.

- Start heavily recruiting volunteers through social media and other forms of media

3-5 days: Follow up with registered volunteers with details and materials they need to bring to the project.

- Do not forget to thank your volunteers!
- Finalize last minute details

1-2 days: Send out press releases to local media.

- Set up project site (if possible)
- Gather project materials, supplies, and equipment; work out a transportation schedule
- Gather and print forms needed for project. Examples: Sign-in sheets, waivers, photo release forms, instruction sheets, and an overview of your organization.

Project Day: Arrive at project site about 90 minutes before volunteers are due to arrive to organize site.

- Set up project registration, sign-in sheets, waivers, and photo releases.
- Greet volunteers as they arrive and direct them to the registration table. Helpful hint: this is a wonderful task for one of your volunteers.
- At the registration table have volunteers complete a sign-in sheet, waiver (optional), and photo release.
- Give a brief welcome (no more than 5-10 minutes). Suggested items to include in your remarks:
 - Thank your volunteers! Explain how much they are helping your organization and their community.
 - Give a brief overview of your organization and its mission, programs, and services.
 - Explain how the service project is important to the people it helps.
 - Include information about how they, or others they know, can support the organization throughout the year through additional volunteer and financial support opportunities, and how they can learn more if they are interested.
 - Run through the day's schedule and list of tasks to be completed. Inform your volunteers the start and finish times of the project and breaks.
 - Give a quick safety briefing and inform them what materials and equipment they will be using. *If more in-depth training is needed for your volunteers let them know ahead of time that they will need to come 20 minutes or so earlier to receive this.*
 - Inform your volunteers where accessible restrooms and water fountains are located.
 - Give your guest speaker a few moments to talk to the volunteers.
 - Wrap up welcome: Thank your volunteers one more time and send them on their way. This is a great time to take a photo of the whole group of volunteers and staff.
- Just before volunteers are sent out to work make sure they have a task to do and the needed materials for that task.
- Check on your volunteers periodically and make sure they are doing okay. Ask if they need anything. If they look like they need a break, encourage them to take one.
- Wrap up the project, clean up and put materials away.
- Bring your volunteers together one more time to thank them again and reflect on the day's accomplishments. Close down your project by sending your volunteers on their way or directing them to a meal your organization and/or a project partner is hosting.

After Project (3-5 days): Send copies of photos and an overview of what was accomplished to info@volunteeriowa.org.

- Include project results, such as: number of volunteers and total number of volunteer hours. If you held a donation drive, include how many items were collected.
- Send donors thank you letters with tax deductible information
- Send thank you notes to volunteers
- Add volunteers' e-mails to your organization's contact list, so you can send them your newsletters and information about future events and volunteer opportunities

PLANNING WORKSHEET: SERVICE PROJECT DESCRIPTION

Organization(s)/Individual(s) hosting the service project:

Other organization(s) involved:

Service project location:

Expected number of participants:

Is the project open to the general public? Yes / No

Overall purpose of the project:

Date(s) and time(s) project will occur:

Contact person(s):

Name:
Address:
Phone:
Cell phone:
Email:

Goal(s) for the project:

Description/Desired outcome(s):

Tasks that participants will perform (developing specific information about the tasks that will be performed will help volunteers determine how they can contribute to the project. Also, think about planning alternate tasks for participants who want to help, but may feel uncomfortable or have physical limitations):

What tools and materials will be needed? How many? Who will provide these materials? When are they needed? Will the tools, materials and equipment be securely stored?

How will participants gain access to the tools, etc.?

Backup plan if supplies run out:

Nearest supply stores (include addresses and phone numbers):

PLANNING WORKSHEET: WORKSITE INFORMATION

Name and description of worksite:

Contact person on-site:

Cell phone:

Phone number where participants can be reached at the worksite:

If no phone is available on-site, give location and number of nearest phone where participants can receive calls:

Travel directions to site:

Parking arrangements at the site (include accessible parking details):

Is it safe for participants to travel alone to and from the worksite? Yes / No
If not, explain:

Nearest private indoor meeting space for the entire group of participants:

Number of people who can meet in this space:

Will lunch be provided for participants? Yes /No (this information should be communicated to volunteers in advance of the project date)
If so, by whom?

If not, nearest food store/restaurant for participants to buy lunch:
Are refrigerators/microwaves available so participants can bring their own lunch? Yes / No

Nearest and most accessible bathrooms:

Nearest pay phone (wheelchair accessible):

Special considerations and needs for project/participants on site:

PLANNING WORKSHEET: PROJECT TIMELINE

Outline the timeline and preparation activities for the service project:

DEADLINE

ACTIVITY TO BE COMPLETED

WHO IS RESPONSIBLE?

“Rain Date” and alternate plans, if applicable:

Plans, if any, for a closing ceremony/party at the end of the project to celebrate your accomplishments:

PLANNING WORKSHEET: SAFETY AND EMERGENCY INFORMATION

THIS INFORMATION IS VERY IMPORTANT TO HAVE ON SITE DURING PROJECT ACTIVITIES!

Location and phone number of nearest police station:

Location and emergency phone number of nearest hospital:

Directions from worksite to the nearest hospital:

Location of nearest first aid/safety equipment (such as first aid kit or fire extinguisher):

On project day will there be anyone certified in CPR and/or first aid onsite? Yes / No
If so, list their name and cell phone number:

Consider possible issues and precautions. For example: blisters on hands could be solved by suggesting volunteers wear gloves. Possible other issues and precautions:

Safety-related training and orientation the participants will receive:

HOW TO GUIDE FOR GET CONNECTED

Galaxy Digital’s system “Get Connected” is the official online volunteer recruitment tool for all Days of Service in Iowa. The system allows you to enter project details and indicate the number of volunteers needed. This information is searchable by volunteers as they look for volunteer opportunities. In addition, you can track and communicate via e-mail with individuals and groups who sign up for your project.

To raise awareness and assist with volunteer recruitment, Volunteer Iowa can publicize project information through social media and newsletters. You should post your project in the Get Connected system at least two weeks prior to your project date, so it can be included in statewide publicity campaigns.

PLEASE NOTE: *When you post your service project through a local Get Connected system, your project is automatically imported into state and national level search engines to help you reach the largest pool of potential volunteers possible. There is no need to post your project in multiple places – that just makes more work for you!*

If you do not already have a Get Connected “Agency” account — you can register for an account through the Volunteer Iowa website at no cost. Here’s how to get started:

1. Visit volunteeriowa.org and click on “Post a Volunteer Opportunity”
2. Select your local Volunteer Center based upon your county; then click “sign up” to create an agency account
3. Follow the prompts to create a profile
4. After submitting the requested information, your registration request will be sent to an administrator for approval

After your account is approved, or if you already have one, you can post your service project and other volunteer opportunities by following these simple instructions:

1. Login to your account (you should have received a link to the login site when your account was approved)
2. Click on the Opportunities tab that appears just under the name of your agency
3. Click Add New Opportunity button
4. Supply the requested information. Helpful hints:
 - **TITLE:** Include a clue in the opportunity title to help volunteers determine if the project is something they want to help with. Examples: “Help paint a mural at ABC Elementary to honor MLK” or “Come bake with us! Teach foster kids the joy of baking.”
 - **DESCRIPTION:** Provide details and all the information your volunteers will need. Including the Who, What, Where, When, and Why about your project will help you attract volunteers that truly care about your mission.
 - **INITIATIVE:** Select the appropriate name of the Day of Service from the Initiative drop down list so all projects across the state for that specific Day of Service will be grouped together on the website, making it very easy for potential volunteers to get involved.
5. Click on the Create Opportunity button
6. Your opportunity will appear online as soon an administrator has viewed and approved it

Additional assistance for posting and managing your volunteer opportunity postings is available from your local Volunteer Center, Volunteer Iowa staff, or the Galaxy Digital [Help Center](#).

SAMPLE POTENTIAL PARTNER LETTER

EXAMPLE WAS USED FOR SHELTER AWARENESS DAY -- Customize and place on your organization's letterhead.

Dear [potential partner]:

My name is [insert name] with [insert organization name]. I am helping organize [an event/a project] for Iowa's Shelter Awareness Day on April XX, XXXX. This Day of Service, with projects taking place across Iowa, helps generate awareness of the outstanding work of Iowa's domestic violence and youth shelters assisting Iowans in need. I am reaching out to business and community partners to help make this upcoming event a success in [name of town/county or counties].

I am seeking your help on April XX as we plan [insert a short description of your activity/activities] for Shelter Awareness Day. Would you be able to provide [resources, funds, group of volunteers, fill in the blank with your organization's needs]? In return, we will promote [company or organization] as a local event partner and will include [company or organization's name and/or logo] in all our [list marketing that will be used to publicize your event]. Working together, we can help [name of local shelter] continue to benefit families living in our community.

I look forward to talking with you and answering any questions that you might have. You may contact me at [insert phone number and/or email]. I will follow up with you by [insert date], if I have not heard from you before then.

In service,

[signature]

[name]

[title]

[name of your organization]

SAMPLE MEDIA ADVISORY

EXAMPLE WAS USED FOR MLK DAY

January 11, XXXX

CONTACT:

Jane Doe, (555) 555-1234

MEDIA ADVISORY LOCAL PROGRAM TO MARK KING HOLIDAY BY RENOVATING SCHOOL

To make Martin Luther King Day “A Day On, Not a Day Off,” the Neighborhood Service Alliance will mark the holiday by restoring Lakeview Elementary School. The project will bring together students, parents, teachers, AmeriCorps members, and senior volunteers to paint hallways, design a mural honoring Dr. King, and stock the school library with books about Dr. King.

WHO: AmeriCorps members with the Neighborhood Service Alliance Students from Lakeview Elementary School; Foster Grandparents; parents; other community volunteers

WHERE: Lakeview Elementary School, 10th and Gordon Streets, City, State

WHAT: Service project honoring Dr. Martin Luther King, Jr.

WHEN: January 18, XXXX 10:00 a.m. to 6:00 p.m.

This service project is one of hundreds of activities that states and cities across the country are organizing to honor the legacy of Dr. King. In 1994, Congress passed the King Holiday and Service Act, directing the King Center and AmeriCorps to carry out a Day of Service reflecting Dr. King’s life and teachings.

For more information about this National Day of Service, please visit [Martin Luther King Jr. National Day of Service](#).

###

SAMPLE PRESS RELEASE

EXAMPLE WAS USED FOR SEPTEMBER 11TH DAY OF SERVICE & REMEMBRANCE

FOR IMMEDIATE RELEASE

CONTACT: [NAME]
[PHONE & EMAIL]

DATE:

(Your Organization) Participates in 9/11 Day of Service *Locals remember day and serve in honor of fallen heroes*

(Your City and State) – (Organization name) is taking part in the September 11 Day of Service and Remembrance, a day established to honor the sacrifices of 9/11 heroes and engage more Americans in serving their communities.

(Organization name) will be (describe your local activity here - for example recruiting volunteers or hosting an upcoming volunteer project) in remembrance of September 11, 2001, in an effort to engage more (city or state) residents in working to strengthen their communities throughout the year.

“On that tragic day, I remember I was (describe where you were on September 11, 2001),” said (Organization Executive Director or Board member). “This year, I serve by (describe the service activity your organization is supporting). We are pleased to be a part of this national effort.”

In April 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act and officially established September 11 as a National Day of Service and Remembrance. This September 11, Americans will join together in service projects across all fifty states and re-commit to serving their communities.

Planned activities for September 11 strive to create a sustained, collaborative, and focused effort to meet community needs. The initiative is led by AmeriCorps, a federal agency that improves lives and strengthens communities through volunteering and service.

Individuals looking for service opportunities on or around 9/11 can visit volunteeriowa.org, a website that allows visitors to type in their zip code to find local volunteer opportunities or find ideas for creating new projects with family, friends and neighbors. Organizations can also recruit volunteers by posting their 9/11 service projects on the Volunteer Iowa site. *(If your organization’s volunteer opportunities are listed on volunteeriowa.org, mention that here.)*

“One of the best ways to honor the heroes of 9/11 is by reaching out in service to others,” said (Executive Director or Board member). By serving on September 11, we hope more (state or city) residents will make an ongoing commitment to volunteering throughout the year.

###

(Boilerplate about your organization)

SAMPLE INVITATION TO ELECTED OFFICIALS

EXAMPLE WAS USED FOR GLOBAL YOUTH SERVICE DAY

March XX, XXXX

Youth Serving Organization USA 4321 Main Street
Anytown, ST 12345-0000

The Honorable Jane Smith 1234 Main Street
Anytown, ST 12345-0000

Dear [Senator or Representative] Smith:

I am writing on behalf of Youth Serving Organization USA to invite you to participate in our event for Global Youth Service Day, April XX-XX, XXXX. We would be honored if you would join us and speak for a few moments about the importance of youth giving back to their communities and participate, as your schedule allows, in one of the projects listed below.

On April XX, XXXX from 9:00 a.m. until 1:00 p.m. approximately 200 youth and adult volunteers will participate in beautification projects throughout Anytown. These beautification projects will include creation of a bike/walking trail behind the elementary school, removing non-native plants from areas where endangered flowers grow, and replacing the fence at the senior center.

To date, we have invited Police Chief Jones, Representative Burnette, Newspaper Reporter Davis, and TV Anchor Diaz. We would be honored to include you as another participant in our National Youth Service Day events.

I would like to thank you for your continued support and participation in our organizational events over the past year. If your schedule permits you to attend or you have further questions about our Global Youth Service Day event, please contact me at 800-555-5678.

Sincerely,

[signature]

[name] [title]

[name of your organization]

SAMPLE PHOTO RELEASE FORM

AUTHORIZATION TO USE PHOTOGRAPHS AND/OR AUDIO-VISUAL

I, _____, hereby authorize AmeriCorps, Volunteer Iowa, or [ORGANIZATION NAME] (Project Sponsor) to use, reproduce, and/or publish photographs and/or video that may pertain to me — including my image, likeness and/or voice without compensation.

I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the websites or social media of AmeriCorps, Volunteer Iowa, or the Project Sponsor.

This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, AmeriCorps, Volunteer Iowa, or Project Sponsor may publish materials, use my name, photograph, and/or make reference to me in any manner that AmeriCorps Volunteer Iowa, or Project Sponsor deems appropriate in order to promote/publicize service opportunities. Description of Material: [include list of materials that may be generated: photos, videos, audio sound bites]

Signature: _____

Date: _____

Name (print): _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

SAMPLE VOLUNTEER SIGN-IN SHEET

[INSERT SPECIFIC DAY OF SERVICE]

[DATE]

Volunteer Sign-In Sheet

Thank you for helping today! Please take a moment to sign in.

Name	Mailing Address	Phone	E-mail	Check here if you would like information about additional opportunities to volunteer.

Table 1 Volunteer Sign in Sheet with Name, Mailing Address, Phone Number, Email and check box if they'd like to hear about additional opportunities to volunteer.