**Buckeyes Give: Ohio Day of Service – Organizer Toolkit**

**Saturday April 11, 2015**

Buckeyes Give. It’s who we are. It’s what we do.

Every day Buckeyes and friends volunteer to do great things to improve the world around us. Because Ohio State is so large and our reach extends around the world it is sometimes difficult to see the impact that OSU volunteers make.

**Join the Office of Volunteer Relations for a Buckeyes Give: Ohio Day of Service in your community on April 11, 2015.** Show your Buckeye pride by serving in some way to make a difference in your community. Each participant will receive an OSU volunteer t-shirt and nametag to wear for the day of service.

Our theme this year is **Basic Needs**, which could include food, clothing or a clean and beautiful place to live. Try to identify a project in your community that addresses one of these areas.

**Getting Started**

**Step 1: Identify your project**

Think about what needs exist in your community and how volunteers could make an impact. Think about how many volunteers you want to engage – some may only be able to accommodate 4-10 volunteers at a time while others could accommodate 20+.

If you don’t have a clear idea of what needs exist in your community, reach out to some organizations that do:

- United Way – [worldwide.unitedway.org](http://worldwide.unitedway.org)
- HandsOn Network – [handsonnetwork.org](http://handsonnetwork.org)
- Find a food bank – [feedingamerica.org](http://feedingamerica.org)
- Your local government may have a city beautification department.
- Your city may have a volunteer center with connections to local non-profits and could help identify the right opportunity for the date of your event and the size of your group.

**Step 2: Submit your project on Ohio State VolunteerMatch**

Use the [Club and Society Volunteer Guide](http://volunteer.osu.edu) and the [opportunity posting checklist](http://volunteer.osu.edu) to create your account and get your project posted on the Buckeyes Give: Ohio Day of Service page on [volunteer.osu.edu](http://volunteer.osu.edu).

- All projects should take place on Saturday April 11, 2015
- Choose Buckeyes Give: Ohio Day of Service when asked to “Select A Campaign” and “Select A Beneficiary Organization”
- Be prepared to enter the following information:
  - Title of project
  - Address of project
  - Start and end date – April 11th
  - Start and end times
Description – what will volunteers do and why should they sign up? Make your description compelling but accurate so volunteers know what to expect. Think about details volunteers may need to know – where to park, where to meet the group, etc.

- If you don’t have every detail when you post your project, that’s ok. You can send a confirmation email a few days in advance with final details.

Spaces available – how many volunteers do you need?

Cause Area – you must choose at least one, with a maximum of three

Requirements – are there any musts for volunteers to participate? Will they need to fill out a waiver, or bring gloves, or be prepared to get dirty?

Skill Name and Description - are there any special skills needed?

- After your project is submitted, it will be reviewed within 2 business days. You will either receive a notice that your project has been approved or you will be contacted with questions if more information is needed before the project is approved.
  - We will add a custom question asking for t-shirt size.

- Once your project is approved, review the training guide (pages 20-22) for information on how to manage your volunteer sign ups.

Step 3: Market your project to recruit volunteers

After your project is posted, the next step is to tell people about it. Each project has a unique link that you can embed in an email or post on social media to take potential volunteers directly to your project to sign up (see page 23 of training guide). Simply go to volunteer.osu.edu, click on your project and copy the link from your browser.

First think about how many volunteers you are trying to recruit. If the number is fairly small 5-10, a simple email to your club or society member list will probably fill the slots in a day or two. If you have a larger project with 20 – 100 volunteers you may want to layer your recruitment efforts, starting with an email to your membership list, and then using social media, followed by an email to alumni in your area who are not yet involved in your club.

If you are trying to recruit a lot of volunteers, the Office of Volunteer Relations can help coordinate additional emails – please reach out to us for help.

Step 4: Execute your project

What do you need to do to make your service project the best experience possible for your volunteers?

- Check in with your host organization about 1 week before your event and make sure you have a good understanding of all the details.
  - Who will be your point person on the day of the event? Where will they meet you? Have a clear understanding of who will be providing training or explaining the project details to volunteers. Exchange cell phone numbers with your point person in advance.
  - What is the agenda – will you be doing the same thing the whole time or will it vary throughout the day?
  - If the project is outdoors, is there a rain plan?
  - If you finish early, are there other projects available for volunteers to help with?

- Use the Manage Participant tool on volunteer.osu.edu to send a confirmation email to your volunteers 2 days in advance reminding them of the event and explaining any final details. See pages 20-22 of the training guide for details.

- On the day of the project, keep yourself organized:
  - Arrive 30 minutes to an hour before your volunteers to ensure everything is ready to go.
Create a sign in sheet for volunteers by exporting the list of sign ups to Excel. Bring a clipboard and pens to facilitate the sign in process. We can provide nametags to help volunteers get to know each other.

- Organize any supplies volunteers will be using.
- Post directional signage to help volunteers find where to park or meet.
- After the project is over, make sure to thank volunteers for their work.

- At the completion of your project, suggest a gathering someplace close by for lunch or a beverage.
  - The Office of Volunteer Relations will reimburse you for some of the cost of food. **$50 for every 10 participants marked as “attending” in Ohio State VolunteerMatch.** Original receipt is required. Reimbursement checks will be made out to the club or society. Mail original receipt to Nadine Holmes, The Ohio State University Alumni Association, 2200 Olentangy River Road, Columbus Ohio 43210. Include a note with your club or society’s name and a return address.

**Step 5: Report back**

- Remove any volunteers from the attendance list who didn’t participate (see pages 20-22 in the training guide) by Sunday night.
- The Office of Volunteer Relations will send a survey to all participants listed as “attending” on Monday morning. When you complete the survey, share your thoughts on the project in the comments section so we can learn what works and what should be improved for next time.
- Post photos and stories on social media using #BuckeyesGive to share your work and join the conversation.

**Important dates to remember**

- **Feb 16** – notify Nadine Holmes at holmes.115@osu.edu of your participation status – not participating, participating, or may participate but have questions.
- **Feb 17** – join the Office of Volunteer Relations for a call at 12:00pm (noon) to discuss the day of service and get your questions answered. [RSVP for the call here.](#)
- **March 3** – deadline to submit projects on Ohio State VolunteerMatch. If you know you want to organize a project but can’t get it posted by the deadline, please communicate that with the Office of Volunteer Relations.
- **March 9** – deadline to request an email to alumni in your area (only if needed). Email will be sent approximately 2-3 weeks in advance of the volunteer project. Send requests to Nadine Holmes at holmes.115@osu.edu.
- **March 29** – deadline to submit shipping information for t-shirts. [Click here to submit your information.](#)
- **March 30** – volunteer t-shirts and nametags mailed to project organizer. Volunteers signed up by March 16 will be able to request their size. Volunteers who sign up between March 16 – March 30th will be provided the sized they request if available. Additional large size t-shirts will be provided based on the total number of volunteers needed for the project. If your project can accommodate an unlimited number of volunteers, we will work with you to send an appropriate number of t-shirts.
- **April 12** – edit your attendee list in Ohio State VolunteerMatch
- **April 13** – thank you email and survey sent to volunteers marked as “attending” from the Office of Volunteer Relations.

**Contact Information**

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