

How to Lead a
***Single Volunteers of
South Florida***

Event

in 20 minutes a day or less!

Single
Volunteers
of South
Florida

Created
September
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Types of Events

Essentially, there are 2 types of Events in which Single Volunteers of South Florida ("SVSF") participates. They are: Socials & Activities, and Volunteer Events. We will discuss what both of these types of events involve in the next few sections. Though each of these events require both work and dedication, each are easily accomplished within 20 minutes of effort each day leading up to your event date, with some days off. If all is planned well, and you remain on your timeline, then you should have a truly smooth event that runs itself.

Social & Activity Events:

Socials & Activities are events that are put together by an SVSF Leader or Member, designed to allow other SVSF members to congregate and socialize in a public setting, or activity. Some examples of Socials and Activities Events include:

- Happy Hours
- Afternoons at a game room complex
- Canoeing trips
- Dinner and a movie for the group
- Potluck dinners or picnics.

These are, by far, the easiest events to accomplish, because they require the least amount of work (depending on the planned event) leading up to the day of the event. For that reason, they are also one of the best ways to begin taking on a leadership role within the SVSF, and applying your talents at planning, organizing, and completing events.

Volunteer Events:

Volunteer Events are events in which SVSF has been contacted by a Non-Profit or Charity Organization with a request to provide volunteers to staff an event **they** are having. In addition, some of our events get posted as a result of an SVSF Leader or Member making the initial contact to a Non-Profit or Charity Organization, and asking if there is an upcoming event for which they need staff. Some examples of Volunteer Events include:

- Fundraisers
- Walks or Runs
- Pet rescue, and related events
- "Fun Day" afternoons at a children's residential facility.

These events require a bit more effort, because you either coordinate the Event subject to the guidelines and needs of the Organization running the event, or you are planning the overall event yourself.

Event Planners vs. On-Site Leaders

When discussing Event Planning there are two positions of work that will be discussed: Event Planners, and On-Site Leaders.

Event Planners are volunteers that accept the responsibility of managing the entire event with respect to SVSF. That includes making initial or follow up contact with Non-Profit and Charity Organizations. Submitting information to County Coordinators and getting approval for events. Posting events on the web site. Accept event sign-ups and inquiries, and respond accordingly. Assigning Site Leaders for the event, or assuming those roles as well, and all follow-up duties relating to events as described in this manual.

Site Leaders are volunteers that accept the responsibility of working with the Event Planner, and managing an individual shift during the volunteering event. That includes checking in members as they arrive, assigning tasks to members, and making sure all aspects of the event shift are operating as expected. Site Leaders are also responsible for managing member questions on-site, and coordinating the delivery of instruction from event sponsors to members when necessary.

Getting Started With Socials and Activities

Step 1: What's the first step? (20 minutes)

The first step in setting up a new Social or Member Activity is to decide what type of activity you're interested in scheduling. Your activity should be designed to obtain the widest possible appeal from the membership base. Note that the location of the event or activity will also help to determine the appeal of an activity to members – an event being held in South Miami-Dade would probably be less appealing to someone living in Northern Palm Beach County, simply because of the distance of the drive. Once you've decided what type of activity to plan, where to hold it, and the appropriate amount of lead time for the event, you then need to seek County Coordinator approval to schedule and promote the event. We'll cover this more in Step 2, below.

Each county that SVSF operates in has a County Coordinator who is responsible for, among many other things, making sure that a scheduled event does not overlap onto another Social or Volunteer Event already planned for the group in that, or surrounding counties. In addition, there is a Socials Coordinator who has the responsibility for scheduling Socials and Member Activity Events in all three counties for coming months. Each of these two Coordinators will review your Social or Activity idea and jointly approve it – allowing you to proceed with the planning process. Because of Volunteer Events and other Socials currently being planned, you may receive approval, with a set of alternate dates from which to choose for scheduling events. Remember, to get the largest turnout for your event, the County Coordinators and Socials Coordinator will help you select a set of dates that have no other Events or Socials being planned close to where you are planning your event.

Step 2: How do I submit an idea for a Social or Activity? (20 minutes)

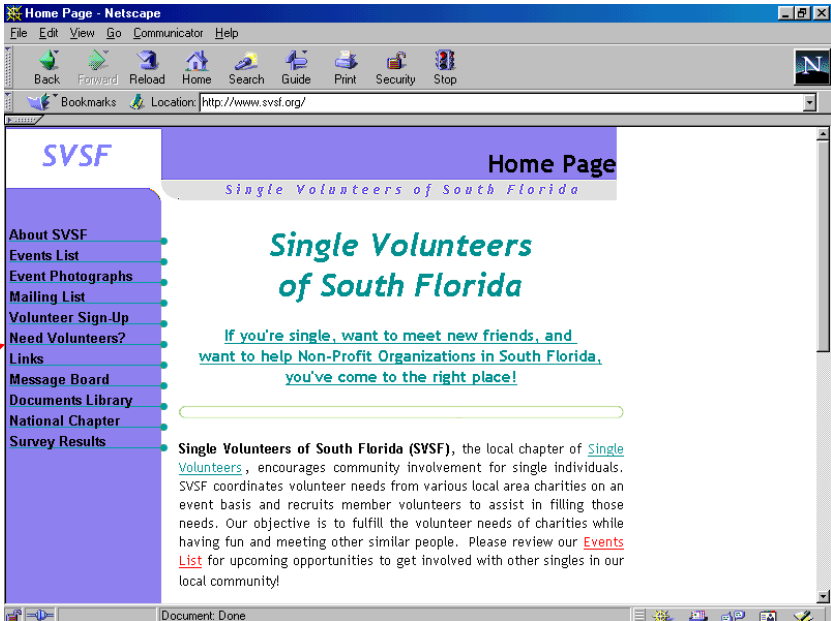
Submitting an idea for a Social or Activity is as easy as leading the actual event. SVSF has a process that Non-Profit and Charity Organizations use to submit information for their Events, and this same process is how you will submit information for your Social or Activity for approval.

The Event Write-Up:

Once you have decided on what type of Social or Activity to lead, and selected the location (which county, and where in the county the social will be held), you should then start to think about how you want to promote your Social or Activity. You will begin by writing an advertisement that will appear in the SVSF Weekly Email Newsletter to entice other members to attend your event. The advertisement should include information on where the social will be held, what date and time the social will occur, and what activities are planned to occur at your social. If information is available about the venue that would help make this a desirable social for other members to attend, then you should include some references to that information also, and possibly a link to the website of the location. Once you are done, read through your advertisement and make sure it seems desirable to you. If you're interested in the event by what you read, then chances are that other SVSF members will be interested also!

Submitting the Social or Activity Information:

Go to SVSF's group website at <http://www.svsf.org/> and click on the "Need Volunteers" link on the main menu screen, as indicated in the diagram below.



The screenshot shows a Netscape browser window displaying the SVSF homepage. The browser's address bar shows the URL <http://www.svsf.org/>. The page features a navigation menu on the left with the following items: About SVSF, Events List, Event Photographs, Mailing List, Volunteer Sign-Up, **Need Volunteers?**, Links, Message Board, Documents Library, National Chapter, and Survey Results. A red arrow points to the "Need Volunteers?" link. The main content area of the page includes the text "Single Volunteers of South Florida" and a message: "If you're single, want to meet new friends, and want to help Non-Profit Organizations in South Florida, you've come to the right place!". Below this is a paragraph describing SVSF's mission and a link to the "Events List".

Click on the "Need Volunteers" Link to submit Social and Activity ideas.

You will be taken to SVSF's Non-Profits Page, where you will see the same information that Non-Profit and Charity Organizations complete to submit a Volunteer Event to our group. Toward the bottom of the screen (move the slider on

the right edge of the screen, or hit the Page Down button on your keyboard) you will begin to enter information about your social or activity.

Most of the information at the bottom of this screen will not apply to you, or your social, because they relate directly to Non-Profit and Charity Organizations, and the volunteers they will need to complete their event. Use the following section to complete the information about your event, and to complete the submission process.

- Contact Information:
 - Your Name: Enter your complete name (first and last) as the submitter of the idea, and the Event Planner for the approved social.
 - Email Address: Enter your complete e-mail address. This is very important, because our County Coordinators will contact you primarily via e-mail to discuss your social, and to send you information and approvals.
 - Phone Number: Enter your telephone number where you can be reached. If this is a home telephone number, and you can only be reached there in the evenings, then add "evenings" to the end of the phone number. If you have a cell phone, that may be the best entry for this field.
 - **Your Organization:** In order to indicate to the County and Socials Coordinators that your submission represents a Social or Activity, please enter **SVSF-Social** in the organization name field.
 - The remainder of the Contact Information can be left blank. It applies directly to Non-Profit and Charity Organizations.

- Project Information:
 - Event Name: If you have a "catchy" title for your Social or Activity, then enter it in this field. An example of a title might include: "Round Robin Billiards Tournament", etc.
 - Event Type: Select "other" for the event type field.
 - Event Promotional Text: Enter your advertisement for the social or activity. This is the text that will be used in the Weekly E-mail Newsletter, and mailed to our entire mailing list of members to promote your social or activity. Be complete in this section, however understand that the County Coordinator, Social Director, or Communications Director may edit your text for readability, clarity, or better promote your social to improve your response.
 - Venue Name: Enter the name of the location where you're planning your social to be held.
 - Venue Address: Enter the complete street address (if available), including City, Zip code, and County Name.
 - On-Site Contact: Enter your name as the Site Leader for your social.
 - Date and Time: Enter the date and time that the social will take place.
 - The rest of the Project Information may be left blank.

- Additional Information:
 - Dress Code: If your event is going to be located in a venue that requires special dress code information, then include that information in this field. Some examples may include: black tie dress, business casual, casual clothing, beachwear, workout clothes, etc.
 - Parking Information: Enter whether parking is free, or if members must pay for parking their cars. If they must pay, please include the

price for parking in the description field. Also include any specialized parking information (i.e. parking garage has ample parking, and members should park near the 3rd level for easiest access into the mall).

- The rest of the Additional Information may be left blank.

Once you have completed the above information for your social or activity, click the "**Submit Information**" button to send the information to SVSF. An email will be sent to the County Coordinator containing all of the information you entered, and a copy will be sent back to you. You can then print a copy for your records, or save a copy in your e-mail application.

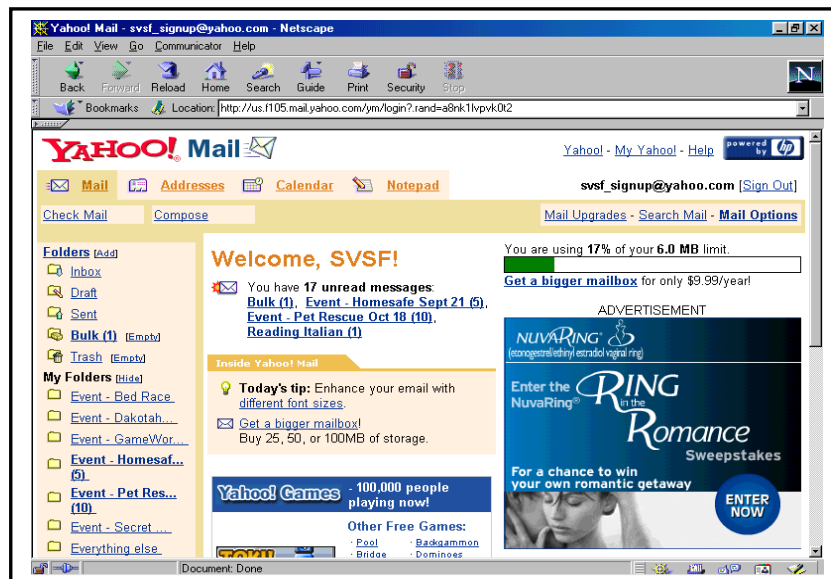
How does my social get posted on the Weekly Email Newsletter?

(0 minutes)

(Behind the scenes while you relax!)

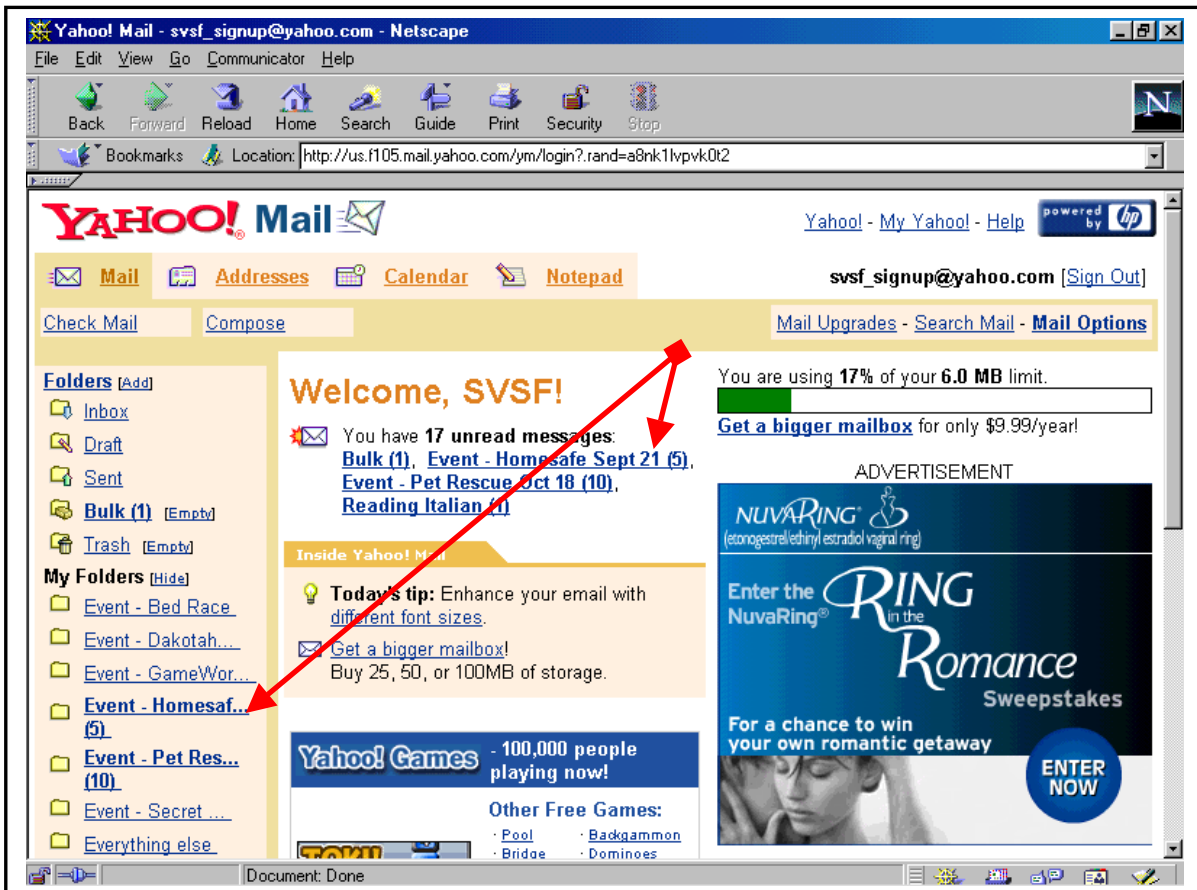
Once the County Coordinator, the Socials Coordinator, and you have agreed on a date and all the details for your social or activity, then the Socials Coordinator will forward your submission to the Communications Director for inclusion on the Weekly E-mail Newsletter. Your social will also be included on the Events page of the groups' web site.

Keep the following in mind for planning purposes. The deadline for including a new social or activity is Tuesday of any given week, by 5:00 PM. As long as the information for the agreed social is submitted to the Communications Director by that time, then it is included in the Weekly E-mail Newsletter for the current week. Once the newsletter gets published and delivered (usually by Wednesday morning), **you should make every effort to review the advertisement for accuracy.** Making sure that you include complete information in your submission to the County and Socials Coordinators is the first step in ensuring the accuracy of the listing on the Weekly E-mail Newsletter and the web site. Your advertisement is drawn directly from the information you've submitted to the County Coordinators for the social.



As your advertisement is included in the Weekly Newsletter, the Communications Director will set up a folder in the svsf_signup@yahoo.com e-mail account to receive signups for your social or activity (see diagram below).

Within the Welcome Screen of Yahoo! Mail, you are provided with information regarding any signups you've received at a glance. The center of the screen (see below), as well as the left edge of the screen, shows any folders that contain any unread e-mails. In this example, there are 5 new sign-ups, or emails for more information, for the HomeSafe Volunteer Event being held on September 21st.



By clicking your mouse on either folder listing, you'll be taken to that specific folder to review the signups for your social or activity.

Step 3: What do I do when people start signing up? (5 - 10 minutes per day)

Once the Weekly Email Newsletter goes out, you will begin receiving requests for more information, and also sign-ups from members wanting to attend your social. Sometimes, depending on how far in advance your social or activity gets listed on the Events page, you may not get signups until a week or two prior to the date of the event. Each event is different, so you shouldn't become discouraged if you don't see an immediate response to your social or activity. Give it time! If the date of the

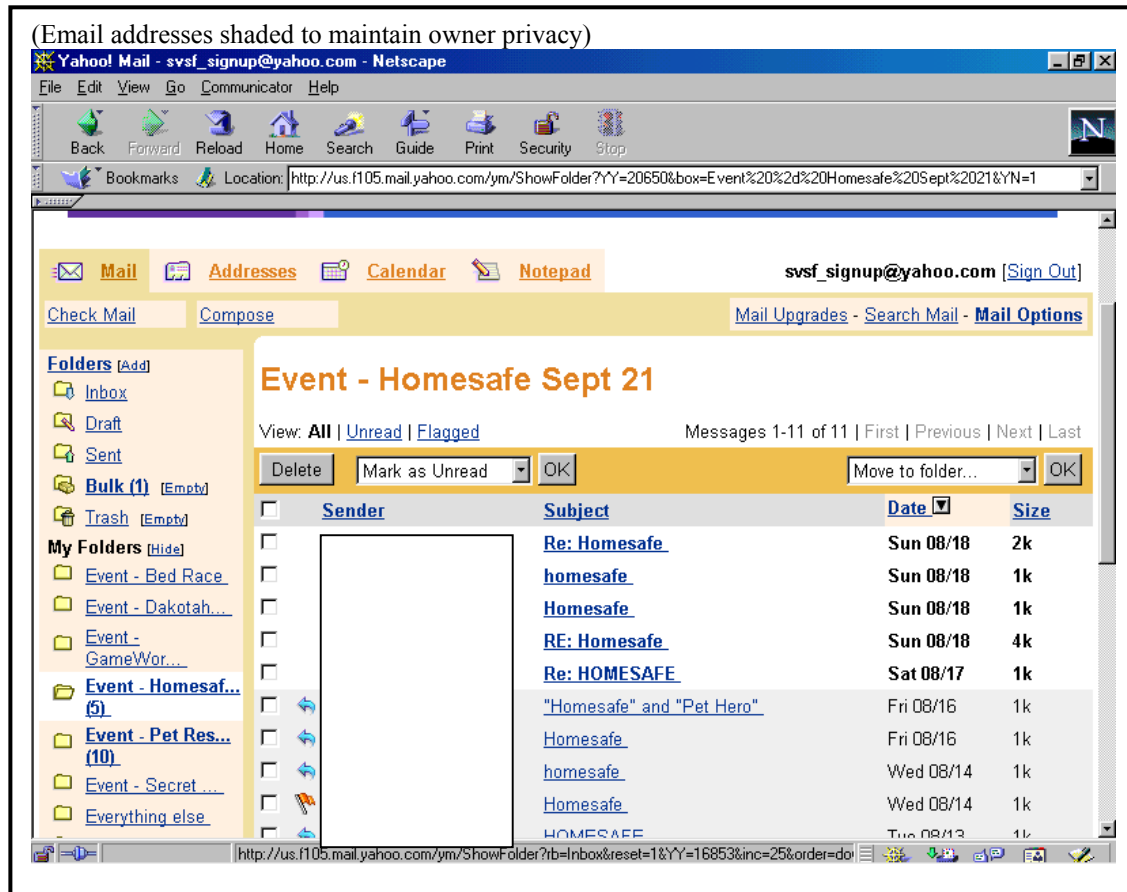
event gets closer and there are still no signups for your event, you can request that the next Weekly E-mail feature your event to draw additional attention. To request a feature of your event on the next Weekly E-mail, send an e-mail to Snglvol@yahoo.com with "Weekly Dist" in the subject line, and list your request to have your event highlighted in the body of the email.

Once you do begin to receive sign-ups, you will need to start checking your folder on a regular basis. Also, depending on how many members signup for your event, you may benefit from creating a mailing distribution list to contain your members (*for instructions on creating an e-mail distribution list, please refer to the appendix at the back of this manual*). You will need to respond to each sign-up, or request for information, as soon as you notice it in your folder. Logging into the svsf_signup email account, and clicking on the name of your folder will take you to a page containing a list of emails that have been directed to you regarding your social or activity.

Login Instructions for SVSF_Signup@yahoo.com:

1. Open your browser, and go to: <http://mail.yahoo.com/>
2. Enter SVSF_Signup as the Yahoo! ID.
3. Enter _____ as the Password. The password will be given to you when you begin leading your first event.
4. Using your mouse, click on "**Sign In**".
5. You will now be taken to the main e-mail view.
6. Look for your folder in the center of the screen (See Page 8) to see if you have any new Un-Read e-mails.
7. When finished, click "**Sign out**" to exit Yahoo Mail.

By clicking the Subject of an unread email, a new page will open and display the email for you to review. Most of the e-mails that you receive in your folder will be signups, but occasionally you'll get requests for additional information for your social. This would be a good time to compose a standard answer to your signups that can be cut-and-pasted into a reply to respondents.

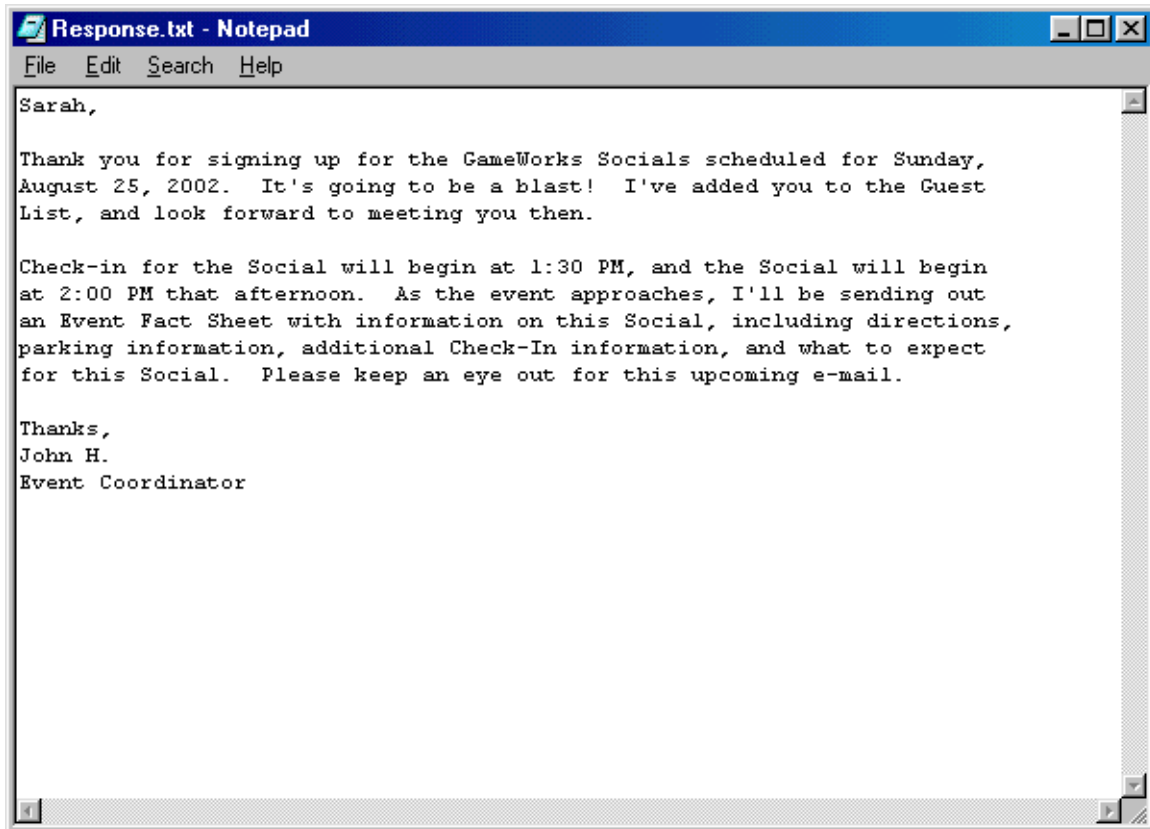


Creating a Standard Email Response for Members: (5 minutes)

Using a standard text editor, or Word Processor, you can create a response to sign-ups and inquiries about your social, so that the amount of time spent per day answering e-mails is reduced. Whenever you receive a new sign-up e-mail, simply cut-and-paste your standard response into the reply of the e-mail, and then send it. Consider the information you want to provide members in your initial reply to their sign-up e-mail. The response should include:

- Thanks to the member for signing up for your event.
- The name of the event.
- The location.
- Date.
- Time.
- Where the member can expect to meet you at the event.

You should also provide any additional information that is pertinent to the event. Take a look at the following response written for a GameWorks Social.



This standard response can be cut-and-pasted into any reply for sign-ups for the GameWorks Social. As such, the amount of time per day spent on typing new e-mails is reduced.

Step 4: Creating a Fact Sheet for SVSF Events: (20 minutes)

The standard response above also indicated that an Event Fact Sheet would be sent to the attendee as the event approaches. The Event Fact Sheet is a document that should contain all pertinent information for the event, including, but not limited to, the following sections:

- Name of the event
- A description of the event
- Venue and address of the event
- Directions to the event venue
- Parking information
- Check-In location
- Names of Site Leaders for this event
- Any "how to play" information for mingling games
- Other information
- Event costs

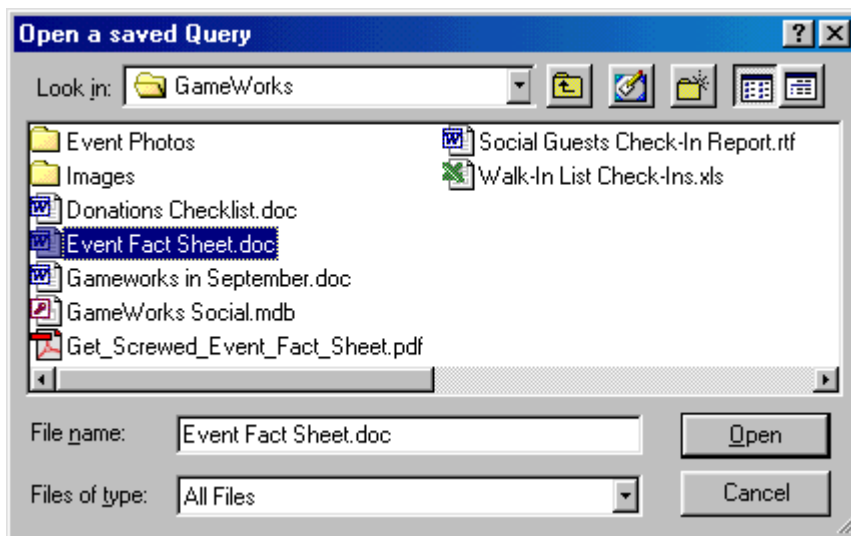
Though there is no standard format for this document, you can view a completed Fact Sheet in the Documents Library on the www.svsf.org site. Also, a Word

template of a Fact Sheet is located in the Appendix of this manual. These examples should give you a good start in creating your own Event Fact Sheets to pass to your social attendees. If you do not have Microsoft Word on your PC, then you can create an e-mail that lists the same information. Send a copy of the completed Fact Sheet, or the e-mail containing the Fact Sheet information to Snglvol@yahoo.com and place "Web related" in the subject line. The Communications Director will then post the Fact Sheet into the Documents Library for public viewing.

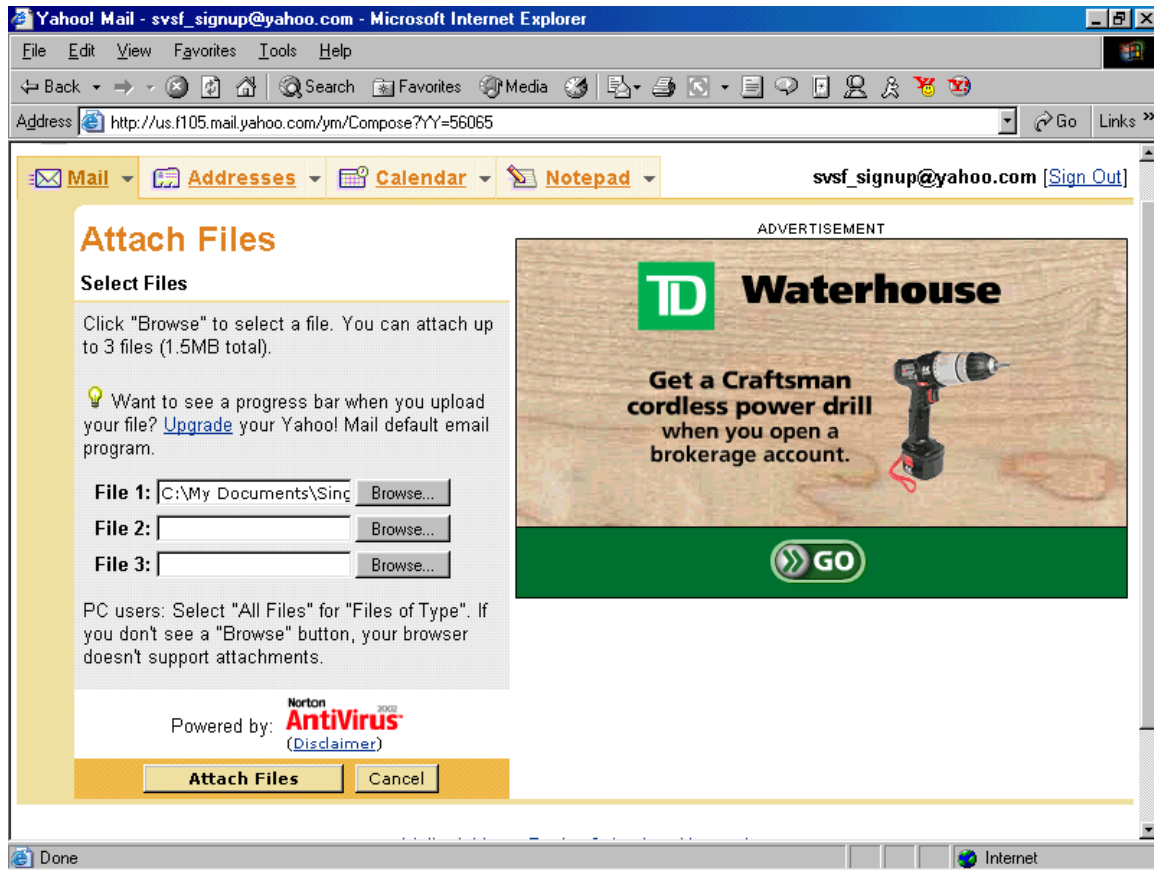
Step 5: Three Days Prior to the Event: (20 minutes)

Three days, or so, prior to the event it will become time to remind your guests of the date and time of the event, and to forward them a copy of your completed Event Fact Sheet. At this time, you should sign into Yahoo! Mail under the SVSF_Signup account and compose an e-mail to convey any final information regarding your event to your guests. If you created an e-mail distribution list for members attending your event, then simply direct the e-mail to the list otherwise you will have to type in each e-mail address within the e-mail you are composing. Once you've completed the e-mail, you can either attach your Fact Sheet to the e-mail to send out, or include information in your e-mail regarding the location of your Fact Sheet in the Documents Library.

To attach a document from your hard drive onto an email, click the "Attach" link within the "compose e-mail" screen. You'll be taken to a new screen that allows you to attach up to three files (with a 1.5 MB maximum total size) onto the e-mail. To attach your document, click the "Browse" button beside the File 1 text box. The Browse button will open a file-browsing box and allow you to navigate to the folder containing your attachment on your hard drive. Once you've located the file, select it, and click the Open button to attach it to your e-mail. You'll see that it's been set



up to attach to your e-mail, because the filename will be located in the File 1 textbox (where you first clicked the "browse" button). Once all files have been attached to your e-mail, click the "Attach Files" button to have Yahoo upload, scan for viruses, and attach the documents to your e-mail.



Once attached, you'll receive a confirmation page that will list the first document attached to your e-mail, and provide you with an opportunity to attach up to two more files. Click the "Done" button to return to your e-mail. You will see all attachments for this e-mail listed in the Attachments section of the compose screen. Once you have completed the composition of your e-mail, simply click the "Send" button to send the e-mail, with attachments, to your guests.

Step 6: The Day of the Event:

The big day has arrived. You've taken care of all of the difficult steps to creating a Social, and now it's time for both you, and your guests, to have fun and enjoy the Social you've worked so hard to plan. Keep the following in mind to help have a smooth social that everyone will enjoy!

Be sure to arrive before your guests: (20 minutes)

You should plan to arrive at the location of your social at least twenty minutes before you instructed other members to arrive. This will allow you ample time to set up for check-in, and to make sure that all of the details of your social have been taken care of (i.e. reserved space for your group, free drink tickets being provided by the venue, etc.). You should bring any supplies necessary for your event, along with

a complete Sign-In sheet of expected guests. You will need to record the members that arrive at the social.

As each member arrives, mark your sign-in sheet next to their name, give the member a nametag to wear, and then take time to personally greet them and welcome them to your social. Share any information necessary relating to your event (i.e. who the server is for your group if one is assigned, if it's okay to go ahead and order their first drink, the location of the buffet or any food items that have been arranged for the group, and where the group will be located within the facility once everyone is checked in).

Continue to receive your guests up until the designated start-time of your social, and then it's time to turn your attentions to all of the guests on hand. Be sure to expect a few late arrivals - you'll need to keep track of who has come in once you've started your social to be sure and mark them on the sign-in sheet for use later.

Help your guests meet and mingle: (5 minutes)

Up until now you have addressed the members attending your social either through e-mails, or individually during the check-in process. Now you will address your guests as a group, and this will be a key point in making your social a success.

Before addressing your guests, you should take time to assure yourself that the members in attendance are as nervous as you are, if not more. They are there hoping to meet other people with whom to create friendships, and perhaps find members to volunteer with at future events. One of the hardest steps in meeting these other members will be their initial introduction to other members in the group. That is where you will serve a key function. You should make every effort to gain the attention of your group, and then take the time to introduce each member to the rest of the group. It is a help that each member has been given a nametag to wear, and if you can possibly find out, or know any additional information about each member, then you have a bit of extra information to provide the group during your introductions. This extra information will serve as a good conversation starter for others in the group wishing to meet that member directly. If you are unable to make these introductions (either the group is doing an activity that prohibits collecting them all in a group, or if the venue is too loud, etc.) then you should make certain to observe your group from afar, and note any members that are not in discussions with other members. These members should be approached individually by the Site Leader and introduced to any other member (or group of members) that are good at holding conversations. Remember, sometimes members have difficulty in making an initial introduction to others, and as the Site Leader for this event you should facilitate this process as often as necessary during your social.

If you have a camera (either digital or film), this is an excellent time to take a group photograph for posting on the groups website. Assemble as many of your group as possible and ask one of the non-SVSF patrons near your group to take the photograph for you. Generally, people will be more than willing to accommodate you. Also, be sure to capture as much activity as possible using your camera. When submitted to the Communications Director, a photo album will be created specifically for your event on the group website.

Towards the End of the Social: (10 minutes)

As the social begins to wind down, you should begin thinking about whether the social should include an opportunity for dinner, or drinks. If the members of your group are having a good time, and seem to want to continue interacting, then they would probably be very receptive to the notion of heading to dinner or drinks at a local restaurant. Your attendance at this portion of the social is entirely optional, since the event itself was designed to allow members to socialize with each other. In Volunteering Events coordinating, it is more a standard practice, because the Events don't lend themselves to a large amount of socializing for all of the members (depending on the work load). Once you have decided to invite the members to a restaurant, simply walk around to each member in attendance and invite him or her. You would be advised to contact the restaurant in advance to see if they would be able to seat the group together (or at least in the same area of the restaurant) depending on how many members want to go.

Step 7: The Day After:

The day after the event is when you'll perform all of the clean-up tasks associated with your Social. Please be thorough during this process to make sure all of the tasks are completed as described.

Thank-you Notes Are A Must: (10 minutes)

The first task in the clean-up process is to thank each member for attending your Social or Event. Using the distribution list created before, or using the e-mail addresses associated with the members listed as attending on your sign-in sheet, you should sign in to Yahoo! Mail under the SVSF_Signup account and write a Thank-You note. The note should include personal thanks from you for their having attended, and a hope that they had a good time as well. Once you have composed the thank-you note, send it to everyone listed as present for your event. Additionally, if you have a personal email address, you should also compose the SVSF Standard Than-you Note to the location where your social was held. If an employee of that organization assisted you, then thanks are certainly in order.

Writing the Weekly E-mail Newsletter Update: (5 minutes)

At this time, you should compose a quick update for your social to be included in the next Weekly E-mail Newsletter. It should mention the number of guests who attended the social, and a bit of description of how much fun members had while there. Send the completed update to Snglvol@yahoo.com and place "Weekly Dist Event Update" in the Subject Line. Be sure to include your name in the e-mail if you are sending the e-mail from the SVSF_Signup account. Your update will then appear in the very next weekly e-mail.

Emailing Photos of your Social:

Once you have assembled your digital images and are ready to submit them for posting on the website, send an e-mail to Snglvol@yahoo.com with "Website Photos" in the Subject Line. Be sure to attach your digital images to the e-mail. If you have pictures printed from film, send an email to the same address, but indicate that you have printed pictures to deliver once they are developed. You'll receive an email back with the address to which to mail the photos. Once the photos have been scanned and uploaded, the originals can be returned to you by including a self-addressed, stamped envelope when you send your photos in.

Cleaning up Your Folder: (2 minutes)

As the last task of your social, you should delete the folder that was used to contain your event sign-up e-mails. To delete the folder, sign into Yahoo!Mail under the SVSF_Signup account. First, you must open your folder, and click the "Check All" box to tag all emails in your folder. Press delete to delete all emails in your folder. Once done, you can then proceed to delete the folder itself. At the top of the list of folders is a link titled "Folders", that will take you to a list of every folder in this account. Locate your folder (by name) in the list, and click the "delete" link located at the end of the folder name. This will delete the folder from the account.

Congratulations:

Congratulations! You have just completed leading your first SVSF Social or Activities Event!



Moving on to Volunteering Events:

Volunteering Events require a bit more coordination and planning than do Socials and Activities Events. It is assumed that you have read and reviewed all of the diagrams and instructions within the Socials and Activities section of this manual. With only a few exceptions, most steps within the Volunteer Events section will match those as described in the Socials and Activities Events section above. Where a difference in process exists, those processes will be described in the following section. Steps that remain the same will refer you to the appropriate Socials and Activities Events steps above. With a little patience, you'll be a pro in no time at all!

Step 1: What's the first step? (20 minutes)

The first step in leading a Volunteering Event is finding out about the event itself. Unlike Socials and Activities, Volunteering Events depend on Non-Profit and Charity Organizations to happen in the first place. There are three ways in which SVSF learns about upcoming events in which to participate from its partnering Non-Profits and Charity Organizations. In most all cases, Non-Profits and Charity Organizations come to us with a request, we find them by seeking them out, or an experienced Event Coordinator has worked with a Non-Profit or Charity in prior years and stands ready to lead events for those Non-Profits in the current years.

When Non-Profits come to us:

SVSF has taken steps to ease the process in which Non-Profits and Charity Organizations can contact us to set up Volunteering Events. We've recently installed an Informational Contact Form on our website which allows any Non-Profit or Charity to have direct contact with County Coordinators to discuss upcoming events. Once they have entered all of the information required by the form, and submit the information, a web email is automatically generated and sent to Snglvol@yahoo.com to the attention of the County Coordinator for the county in which the event will be held. To review the types of information you will collect during direct contact with Non-Profits and Charity Organizations, please refer to <http://www.svsf.org/non-profits.asp>. You can also get to the form from the main page by clicking on the "Need Volunteers?" link in the navigation bar on the left hand side of the screen.

When we search out the Non-Profits:

At times, you may want to make direct contact with a Non-Profit or Charity Organization to determine if they have an upcoming event which may provide SVSF with a volunteering opportunity. Before making your initial call, you should send an email to SVSF's Leader Group to make certain that another member of SVSF isn't currently working with the organization you're planning to call. Address your e-mail to SVSF-Leaders@yahoo.com. Many of these organizations will be thrilled to hear your offer of help, as they rely on the dedication of volunteers in order to be able to staff their events.

What qualifies a Non-Profit or Charity to use SVSF members?

To qualify as an Organization that our group can work with, the Organization must:

- Be a Non-Profit, or Not for Profit Charity Organization.
- Have work that needs to be done by our volunteers.
- Be able to accept a mixed-gender team of no less than 6 volunteers.
- Have work assignments that will allow our members to mingle while they working to complete their project.

Conversation example between a Non-Profit and SVSF:

An initial contact call between an SVSF Event Coordinator and a Non-Profit may go something like this...

[NPO]: Good morning! [Name of Non-Profit], this is Sarah.
[SVSF]: Good morning [NPO]! This is Vicky Smith, and I'm calling on behalf of Single Volunteers of South Florida. How are you today?
[NPO]: Fine. How are you?
[SVSF]: Good. The reason I'm calling is to take a few minutes of your time and discuss Single Volunteers of South Florida, and what we, as a group, might be able to do for [Name of Non-Profit].
[NPO]: That's great!
[SVSF]: Single Volunteers is a national volunteering organization, and the South Florida Chapter provides volunteer members to help in staffing events for Non-Profit and Charity Organizations in Palm Beach, Broward, and Miami-Dade counties. Since we're a singles group, these events also provide our members an opportunity to meet and mingle with each other during your events.
[NPO]: Yes, I've heard of you. Go on..
[SVSF]: Our group has some open calendar time coming up, and I was wondering if [Name of Non-Profit] has events in the next couple of months that need staffing volunteers?
[NPO]: Yes. We have a Fall Festival in about 5 weeks that will need 20 or so volunteers. The Festival is designed to be a fund raiser for our organization.
[SVSF]: That sounds great. In order for SVSF to be able to assist your organization, we would need a set of tasks that could accept 6 or more mixed-gender teams of volunteers. The tasks should be those that allow our members to mingle and work together while they volunteer. Do you have any positions that would fit these requirements?
[NPO]: Yes. We have a soft-drink stand that needs 8 to 10 volunteers in several shifts each day of the Festival. It's going to be located in the center of the food pavilion, so we expect it to be fairly busy most of the day. Would your team be interested in that sort of work?
[SVSF]: I think they would. We could assign SVSF Volunteers to the stand, and that would allow all of them to mingle together while they work during each shift. Let me get some more details about your organization, and the festival, and I'll check with our County Coordinators about availability on the dates you need us.

How do I learn about Coordinating opportunities when the form is used?

When Non-Profits send information directly to SVSF about an event using the web form, the County Coordinators will ask for volunteers to be Event Planners or Site Leaders. Usually this request will come on the Weekly E-mail with the initial posting of the Event. When you see an event you're interested in Coordinating, follow the special instructions in the events advertisement to sign up as the Event Coordinator. In addition to the Weekly E-mail Newsletter, the same request for Event Planners and Site Leaders can be found in the listing for the event on the Events page of the web site.

One of the advantages of learning about events needing Coordinators via the Weekly E-mail Newsletter is that both Steps One and Two of the entire process have already been completed. As you'll see during Step Two, below, not only has initial contact with the Non-Profit or Charity Organization already been made, but the date of the event has already been approved, the Weekly E-mail Newsletter has already received and posted the advertisement for the event, and the sign-up folders have been created as well. If you decide to lead an event already posted on the Weekly Email Newsletter, then you can skip directly to Step Three of the Volunteer Events section.

Step 2: How do I submit Volunteer Event information? (20 minutes)

In submitting the information necessary to plan a volunteer event, you have two options. In either case, you will be submitting the information via the web form on the "Need Volunteers" page of the web site. Review the form prior to beginning to collect the information from your Non-Profit, so that you will be certain to collect complete and accurate information during your contact. You can both enter and submit the information yourself, using the form while discussing the entries with the Non-Profit, or you can ask the Non-Profit to submit the form for themselves. One thing you should be certain to do is to have your name, followed by "Event Coordinator" placed in the Description of the Organization field to indicate to the County Coordinators that an Event Coordinator already exists for this event. Once submitted, the event will go through the approval process with the County Coordinators. See [Step 2](#) in the Socials and Activities Events section of this manual.

Step 3: What do I do when people start signing up? (5 - 10 minutes per day)

Refer to [Step 3](#) in the Socials and Activities Events section of this manual.

Step 4: Creating a Fact Sheet for SVSF Events: (20 minutes)

Refer to [Step 4](#) in the Socials and Activities Events section of this manual after reading the following paragraph.

Begin thinking about task assignments: (10 minutes)

In your conversations with the Non-Profit sponsoring the event, you will have opportunities to collect information on what areas at the event SVSF will be working at. If you don't have this information yet, then you should contact the Non-Profit

and collect the information for your Fact Sheet. With this information, you should begin at this time to think about how many volunteers you have signed up for the event, and how many you will need at each area at the event. Further, make certain to include the types of jobs that the group will be doing at the event in your Event Fact Sheet. Including this information will keep volunteers from being unnecessarily surprised at the tasks they are asked to perform while at the event.

Step 5: Three Days Prior to the Event: (20 minutes)

Refer to [Step 5](#) in the Socials and Activities Events section of this manual.

Step 6: The Day of the Event:

The big day has arrived. You've taken care of all of the difficult steps to setting up your Event, and now it's time for both you, and your volunteers, to have fun and enjoy the event you've worked so hard to plan. Keep the following in mind to help have a smooth event that everyone will enjoy!

Be sure to arrive before your guests: (20 minutes)

You should plan to arrive at the volunteer site at least twenty minutes before you instructed your volunteers to arrive. This will allow you ample time to set up for check-in, and to make sure that all of the details of your event have been taken care of (i.e. trainers available, where you'll be setting up and working, etc.). You should bring any supplies necessary for your event, along with a complete Sign-In sheet of expected volunteers. You will need to record the members that arrive at the event.

As each member arrives, mark your sign-in sheet next to their name, give the member a nametag to wear, and then take time to personally greet them and welcome them to the event. Share any information necessary relating to your event (i.e. who questions should be directed to, when breaks will be scheduled and for how long, the location of refreshments that have been arranged for the group, and etc.).

Continue to receive your volunteers up until the designated start-time of your events training, and then it's time to turn your attentions to all of the members on hand. Be sure to expect a few late arrivals - you'll need to keep track of who has come in once you've started your social to be sure and mark them on the sign-in sheet for use later.

Introduce Volunteer Members prior to beginning each shift: (5 minutes)

Since volunteer events are hands-on experiences, in most cases there are very little opportunities during the work shifts to allow members to mingle together. As such, and prior to the beginning of each event shift, you should make every attempt to allow your volunteers the opportunity to introduce themselves to the other volunteers that are present. Gather your volunteers into a small group and get their attention. Begin by introducing yourself to the group, and then ask that each volunteer, in turn, introduce themselves to the group. If you can also get them to

say a little something extra about themselves (i.e. how long they've been with SVSF, how many events they've volunteered for since joining the group, etc.) you will help them provide other volunteers with conversation points during the shift.

Towards the End of the Volunteer Event: *(10 minutes)*

Since volunteering events offer little opportunity for socializing among members of the group, you should allow time in your event day schedule to gather the shift volunteers at a local restaurant or bar to socialize some after the event shift is over. Prior to the end of the shift, you should mention to the group that they can, if interested, meet at a nearby facility to spend some time together meeting and mingling with each other, without the distraction of volunteering work. Unlike Social Events, this is a responsibility that comes with Coordinating or Site Leading a Volunteer Event. It is necessary to fulfill the premise that Single Volunteers offers its members the opportunity to meet and mingle with other single volunteers during or after each gathering – social or volunteering events.

Step 7: The Day After:

Refer to [Step 7](#) in the Socials and Activities Events section of this manual.

Congratulations:

Congratulations! You have just completed leading your first SVSF Social or Activities Event!



Appendix A: Document Templates

Sample Social/Activity Fact Sheet – Pottery Bayou



Pottery_Bayou_Fact
_Sheet.pdf

Sample Volunteer Event Fact Sheet – HomeSafe Summer Splash



HomeSafe_Fact_She
et.pdf

Social Fact Sheet

Pottery Bayou

513 Lake Avenue, Downtown Lake Worth, FL
Saturday, September 28 from 7:30 PM – 10 PM



Directions

From Broward or Boca and other points south....

Take I-95 north to the **6th Avenue South** exit, go east to **US 1**, then make a left (north) to **Lake Avenue**. Make a right to head east on **Lake Avenue** and **Pottery Bayou** will be on your right hand side between "**L**" and "**M**" Streets.

From West Palm Beach or points north....

Take I-95 south to **10th Avenue North** exit, go east to **US 1**, then make a right (south) to **Lake Avenue**. Make a left to head east on **Lake Avenue** and **Pottery Bayou** will be on your right hand side between "**L**" and "**M**" Streets.

If you get lost....call Pottery Bayou at 561/582-1551 for directions.

Parking

Free parking is available in the downtown Lake Worth area at several community lots. The lots are marked with a green and white sign with a big **P** on it (for **parking!**). There is a lot off of "M" Street between Lake Avenue (which is one-way heading east) and Lucerne Avenue (which is one-way heading west). It is directly across from Wicked Willie's Restaurant on Lucerne. There is another lot south of Lake Avenue by "J" Street (it is behind the buildings). All public lots have free parking. There is also metered parking on the streets, just be sure to check the times the meters are enforced...I have no idea if they are 24 hours or not.

Checking In

When you arrive at Pottery Bayou, come on in and look for the Single Volunteers group. We will stake out a few tables just for us, and we will all have nametags, so we should be easy to spot. You will want to check in with the on-site leader, so we know that you are here.

You will pay Pottery Bayou directly for the paint time and for your pottery piece that you will be working on. They have a range of pieces from just a few bucks up to \$50....whatever is in your price range. The paint time will be a flat price of \$8.

What We'll Be Doing

We will try to do an icebreaker game so that everyone can meet one another from 7:30 PM – 8 PM. At 8 PM check-in ends and it is time to get painting. You will want to spend some time picking out your pottery piece and paint colors...so expect to get down to painting by around 8:30 PM.

Pottery Bayou will give us a quickie lesson on how to paint our pieces, so don't worry if you've never done this kind of thing before – you will be fine!

Food & Drink

We are able to bring our own refreshments, so if you would like to bring something for the group to share you are welcome to....chips/dip, finger foods, cookies, beer, wine, and sodas w/cups...anything like that is fine. It is up to the attendees to bring their own items, neither SVSF or Pottery Bayou will be providing anything. I believe there is a soda machine in the store, though, so if you are thirsty you can grab a drink.

What to Wear

Pottery Bayou is a funky, casual place. You will feel right at home in jeans, sportswear, or other casual clothes. Plus, if you are a messy artist, you may end up with paint on you, so dress accordingly!

If You Can't Attend

Remember, we have a limited number of spots available for the event, so if something comes up and you can't attend, please let your leaders know as soon as possible. You can send an email to svsf_signup@yahoo.com and put "**Pottery Cancellation**" in the subject line. That way, we can open your spot up to a person on the waiting list (if we have one!). Thanks for your consideration.

*Thanks for signing up - this will be a great time for everyone!
See you there!*

www.svsf.org

SAMPLE FACT SHEET FOR A VOLUNTEER EVENT
HOMESAFE EVENT INFORMATION

Here is the most up-to-date information on this Saturday's event. Please call Krista, one of the event leaders, if you have any questions or cannot make it (561/355-7261 – leave a message if I don't answer!). We are counting on everyone showing up – there is a ton of stuff that we will need help with!

VOLUNTEER CHECK-IN: 11:30 AM

SETUP FOR EVENT: 11:30 AM – 1 PM

KIDS ARRIVE: 1 PM

KIDS LEAVE: 3 PM

CLEAN-UP: 3 PM – 4 PM (but we may be done sooner!)

Event Leaders

Krista D. – I will be wearing an orange/black Hawaiian shirt – you can't miss me!

John H. – John will be taking pictures and making the rounds to see if you need anything while the event is going on...I have no idea what he'll be wearing ;-)

Directions

Take I-95 to PALM BEACH LAKES BLVD

Head East (toward the mall and auditorium)

PB LAKES will end at FLAGLER DRIVE

Make a LEFT on FLAGLER DRIVE

Go ½ mile to stoplight at 23RD STREET

Make a LEFT onto 23rd STREET

GO one block to PONCE DE LEON

Make a LEFT on PONCE DE LEON

HomeSafe is on the west side of the street – 2309 Ponce De Leon Avenue

Parking

HomeSafe has a parking lot, with limited parking. Grab a space in the lot if you can get one, or park on the street on Ponce De Leon (NOTE: There is NO PARKING on 23rd Street).

What to Expect

We are planning on playing sports and racing games with the kids, we'll have crafts, refreshments (watermelon, snacks and drinks), hula hoops and jump ropes, a "bubble factory," and a playground area that will need people to play with the kids in each area. Also we'll need people to be "team leaders" for the kids to help them get from place to place, and let them know what else there is to do. The age ranges will be from toddler – 6 and 7 –13.

What to Wear

The event is OUTSIDE – so wear shorts, jeans, whatever makes you comfortable. Since we are calling this event the END OF SUMMER SPLASH – I thought wearing Hawaiian shirts or tropical themed shirts would be fun, but you don't have to if you don't own one (in other words, please DON'T go out and buy one just for this event!). Also, wear SNEAKERS – we will be having sports games and a lot of people, you don't want to get stepped on in sandals. SUNSCREEN, SUNGLASSES, HATS – whatever you need to be in the sun for much of the day. Also – bring BOTTLED WATER for yourself.

What to do in the event of RAIN

COME ANYWAY....we will just work around scattered showers or light rain. Remember, in South Florida it may be raining where you live, but sunny at the shelter. If we cancel due to rain, I will leave a pre-recorded message at 561/355-7261 with that information so you will know for sure what is going on. If you call and I don't say it's cancelled, it's ON.

THANK YOU ALL – I CAN'T WAIT TO MEET YOU – SEE YOU AT THE EVENT!!!!

Single Volunteers of South Florida

Timeline for Event Planning

45 - 60 Days Out

- Contact charity or business to discuss event needs
- Contact the county coordinator to get approval for the event & date (Use the NPO page of the website)
- Put the event on the Yahoo calendar for svsf_signup
- Write up a brief, fun description to advertise your event
- Create your event fact sheet

30 Days Out

- Post your ad on the web and in the weekly email
- Locate a site leader for the day of the event (if you are not handling)
From 30 days to day of event:
- Monitor the signup folder
- Answer any email inquiries as they come in
- Close event if it fills up & notify the web/weekly of changes
- Communicate with anyone who must be placed on the wait list

1 Week Out

- Coordinate with charity/business with last minute details
- Send a fact sheet or email with directions to all who signed up about 3 -5 days prior to event
- Continue to watch the signup folder for new emails or cancellations
- Let the wait-listed people know of cancellations
- Prepare a list of attendees for the site leader and email to him/her

Day of Event

- Arrive before your volunteers
- Greet everyone as they arrive
- Provide nametags
- Introduce people to each other – it's your job to get them mingling
- Coordinate with the charity on assignments
- Communicate this information to SVSF members
- At the close of the event, offer to head out for a meal or coffee as a group

1-3 Days After

- Send thank you emails to all who attended
- Place any emails from no-shows into the no-show folder
- Prepare a brief event summary for the weekly email
- Delete all emails from the signup folder
- Delete your event folder

You did it!

Now you can plan your next SVSF event!