



GLOBAL TASSELS

VOLUNTEER GUIDELINES

DEPARTMENT OF COMMUNITY ENGAGEMENT

JANUARY 2016



WHAT IS A GT VOLUNTEER?

- Volunteers put time and energy where their beliefs lie, and enjoy the sense of teamwork needed to achieve a shared goal. The majority of GT volunteers donate their time because they understand the magnitude of service for others and the need for quality education; they volunteer because they care and truly wish to make a contribution.
- We need to let people know about GT and the exciting programs that is being conducted by us and our partners. We also need to show them why it is important for them to lend their financial support to help fund these programs that will lead to making impacts in communities around the world.
- You can join with people worldwide who are committed to GT's mission to raise and distribute funds for programs such as PROJECT AIR or PROJECT KIN. GT can provide flexible volunteer opportunities that accomplish the critical work of the organization.
- Each of us can make a difference.



“You get more joy out of giving to others, and should put a good deal of thought into the happiness you are able to give.”

Eleanor Roosevelt (1884-1962)

American Humanitarian and Former First Lady

VOLUNTEER OPPORTUNITIES



Regional Community Advisors - are leading volunteers in their local communities. They play a major role in recruiting volunteers in their designated areas, hand out flyers, and educating others about the mission of GT. Ambassadors will also motivate and work with other volunteer activities in their areas.

Fundraising Volunteers- are people who wish to implement any type of fundraising event for GT. Please refer to our fundraising A-Z event list for more ideas and have fun with it.

Speaking Engagement Volunteers- are for those willing to learn about GT operations, community engagement, nomination process, and student recruitments and share their knowledge by speaking to schools, organizations, companies, and other groups of individuals.

Special Projects Volunteers- these volunteers are interested in staffing fundraising events, holding parlor meetings and educational events, making phone calls, distributing materials, and ultimately representing GT at career fairs, internship fairs, and volunteer fairs.

Special Skills Volunteers- are those who want to contribute their specialty to GT, for example, creating banners, consulting, IT help, creating volunteer websites, and so much more.

Office Assistant Volunteers - are local individuals who can support GT in our office from time to time. Office volunteers will assist the overall operational procedure of GT. Tasks will include and varies from different departments such as sorting mails, making phone calls, working on the computer, creating flyers, helping with special projects, data entry, etc... This opportunity can be on a daily, weekly, bi-weekly, or monthly basis depending on the office needs and the individual's availability.

and MANY MORE...



BE A GT VOLUNTEER CORPS

GT Volunteer Corps is a specialized group of distinguished and highly trained volunteers who provide service assistance, along with GT Team, to our partnering community organizations in our program countries.

GT Volunteer Corps are eligible to participate in a week-long community services or recruitment efforts in countries like Kenya, Haiti, Guatemala, Philippines, India, Ivory Coast, or Colombia.

To be a member, a specialized application must be submitted to the Department of Community Engagement. Official one-one interviews will be required.

Because GT Corps can travel overseas with GT. Membership are subject to passing a background check and review of medical records.

VOLUNTEER EVENTS



Organizing a local fundraising event is a great way to support GT. Besides raising money for our programs, you increase public awareness about education and introduce people to GT's mission. We have compiled an alphabetized list of fundraising ideas that have proven to be successful for both businesses and individuals wanting to help. If you have an idea that does not appear on the following pages, we would love to hear from you about it.

Please note, we cannot provide volunteers with mailing lists of donors, sponsors or vendors but we can send out mailings to GT constituents in your area on your behalf. If requested, we can also provide additional administrative support (i.e., photocopying flyers, collecting RSVP's, tracking guest lists, etc.) to help make your event a success. In addition, we will gladly supply you with materials explaining our mission, goals and accomplishments along with informational brochures.

VOLUNTEER EVENTS....



Quick Tips on Planning an Event:

BEGINNING:

- Make a commitment and set a goal. Be aware that fundraising is fun, but a tremendous amount of work can be involved. Consider starting small and expanding on a successful event. You might want to ask your friends / family members / co-workers to assist you in your efforts.

BRAINSTORM:

- Since you live in your community, you know what type of event will work best there. However, be sure to consider: What time of day or year is most advantageous for your fundraiser? Who will you target to attend or participate (sponsors, ticket buyers, donors, etc.)?

DEVELOP A TIMELINE:

- Create a schedule with realistic due dates for specific tasks.

MOTIVATE OTHERS:

- Tell others about your motivation for donating your time and efforts to GT. If you tell them why it is so important to you, they will be inspired to help. Often, people may find it difficult to ask for donations. But remember, you are not asking for a contribution for yourself, you are asking on behalf of the our students and community partners around the world living in poverty.

BE PERSISTENT:

- Follow through is the key to fulfilling your goal. Sometimes, donation requests can get lost in the shuffle. Do not be afraid to send a gentle reminder to your supporters letting them know that there is still an opportunity to give. Follow up with individuals who have pledged to help and always remember to thank your donors.



TIPS FOR PUBLICIZING YOUR FUNDRAISING EVENT

- Contact the city editor or education editor at your local daily and weekly newspapers to alert them that you are holding an event. Encourage them to assign a reporter to write a story about poverty and education and to include details about your event.
- Contact the calendar editor at your local daily and weekly newspapers and provide them with details about your event, including the name of the event, the date, time and location, a short description of the event and how people can get more information.
- Contact the public service director or community director at your local radio station(s) and provide them with details about your event, including the name of the event, the date, time and location, a short description of the event and how people can get more information.
- Contact the news director at your local ABC, CBS, NBC and FOX television affiliates and invite them to send a video crew to cover your event.
- Visit local community centers, churches and hospitals and ask them to distribute/display flyers about your event.
- If you have any sponsors for your event ask them to distribute/display flyers about your event.



FUNDRAISING IDEAS A-C

- **Alumni Newsletter** – Ask your alma mater to place an ad in the alumni newsletter asking for donations to benefit GT.
- **Awards Night** – If you are a fan of award shows (Golden Globe, Oscar, Emmy, Tony or Grammy Awards) create a pool with your friends to see who can predict the winners with a portion of the pot going to GT.
- **Bake Sale** – Everyone loves cookies and cakes!
- **Benefit Concerts** – Organize a benefit concert at a local club or performance hall. Showcase one performer or an entire genre and sell tickets to attend.
- **Bike-a-thon** – Organize or participate in a bike ride for GT. Contact your local merchants for sponsorship.
- **Bowling Tournament** – Organize a tournament at your bowling alley. Ask the owner to waive the rental costs and turn that money into sponsorship dollars.
- **Box Seats** – Ask a company to donate their box seats to an entertainment or major sporting event in your community. Hold a drawing for the tickets.
- **Casual Friday** – Ask your boss or Human Resources Manager about organizing a “Dress Down Day” where employees purchase casual dress allowances with proceeds benefiting GT.
- **Chamber of Commerce** – Always ask local businesses to support your fundraising efforts through sponsorship. If they can not make a financial contribution, ask for a raffle prize.
- **Cooking Contest** – See who has the best recipe for chili, chicken wings, lasagna, apple pie, etc. Have contestants pay an entry fee and charge guests a tasting fee. Ask local merchants to donate prizes for the winners.
- **Corporate Events** – Turn your annual company picnic or holiday party into a fundraising opportunity.
- **Corporate Sponsorship** – Contact local corporations in your area and ask them to support your fundraising efforts. If you are planning an event, offer to mention the company name/logo on materials such as invitations, programs or press releases. Please note, GT should be informed of any corporations or businesses that are approached for underwriting or contributions for your event, so as not to overlap with existing fundraising activities.



FUNDRAISING IDEAS D-L

- **Dance-a-thon** – Organize a dance marathon at your school.
- **Dog Wash** – Keep those neighborhood pets nice and clean.
- **Fishing Trip** – Charter a fishing boat at a discounted rate and charge full price for a day of fishing. Have the participants enter a pool for largest fish and most fish caught with half the pot going to GT.
- **Game Tickets** – Contact a local sports team about purchasing a large group of seats at a discounted or donated rate and then sell the tickets for the full price. Include a pre-game barbeque or tailgate and raise even more money.
- **Garage Sale** – What better reason to clean out your basement or garage. Host a neighborhood garage sale and invite your family and friends to contribute unwanted items.
- **Golf Tournament** – Find a golf course that will host your organized tournament to benefit GT. Offer mulligan's for sale, a prize for closest to the pin or longest drive and raffle prizes to increase donations. If the golf course has a dining room, include a post-tournament dinner and awards ceremony and you can increase the entrance fee.
- **House Sit** – Offer to take in the mail and water the plants when friends and family members go on vacation in exchange for a donation to GT.
- **In the Classroom** – Faculty members, encourage your students to help you fundraise. Make it a class project and teach children the valuable lesson of philanthropy.
- **Letter to the Editor** – Write a letter to the editor of your local newspaper or favorite magazine telling why you have chosen to support GT.
- **Letter Writing/Email Campaign** – Write a letter/email sharing your commitment to fund mental health research and share it with family, friends, co-workers and business associates. You never know who may have a personal connection to mental illness or who is looking for an opportunity to give. The more personal your letter, the more compelling it will be. Mention your fundraising goal and provide information about GT.



FUNDRAISING IDEAS M-R

- **Matching Gifts** – Many employers sponsor corporate matching gift programs and will match any charitable contribution that their employees make. See if your company will match the money that you raise from your event. By taking advantage of your company’s matching gift program, you can double the impact of your fundraising efforts!
- **Neighborhood Car Wash** – Organize a car wash on your block or in your school or company parking lot.
- **Night on the Town** – Do you have a favorite bar or nightclub? Approach the owner about organizing a benefit for GT where a portion or all cover charges for one night is donated to GT. Book a local band to play that night and charge more at the door.
- **Office Fundraising Challenge** – Organize a lunch in your office and share with your co- workers your commitment to funding education and poverty programs. Challenge your co- workers to see who can raise the most money over a given period of time. Offer the “winner” a prize such as movie tickets or a restaurant gift certificate.
- **Open-Mike Night** – Do you have friends who are amateur musicians or stand-up comedians? Organize an open mike night at a local bar or coffee shop to raise money for GT.
- **Pet Sit** – Offer to look after someone’s pet while they are out of town and have your fee support GT.
- **Power Breakfast** – Set up a coffee bar in your office and get donuts and bagels donated to sell to your co-workers.
- **Prime Parking** – Auction off the prime spots in the office parking lot for one-week blocks.
- **Read-a-thon** – Give your friends and classmates a new reason to read. Collect pledges per book read over a given period of time.
- **Recycle** – Collect recyclables and ask your neighbors to do the same.



FUNDRAISING IDEAS

- **Scavenger Hunt/Road Rally** – Participants pay a fee to enter as an individual or team. Clues are given at each checkpoint pointing to the next checkpoint. Clues can be placed in different orders to avoid teams following/copying one another. Penalties for speeding, splitting up or cheating add to time total.
- **School Dress Down Day** – Do you wear school uniforms? Ask your principal about organizing a “Dress Down Day” where students purchase casual dress allowances with proceeds benefiting GT.
- **Sell Your Skills** – Are you an expert babysitter? Do you have a green thumb? Are you a Mr. or Ms. Fix-it? Offer to do household tasks and odd jobs for your neighbors in exchange for a donation to GT.
- **Shop ‘til you Drop** – Ask your favorite store to have a percentage of profits from one business day or proceeds from a particular item over a period of time benefit GT.
- **Silent and Live Auctions** – Hold an auction of items donated by local merchants such as a romantic dinner for two, theatre or concert tickets, etc.
- **Snack Break** – Buy bulk candy and snacks and sell them to your co-workers.
- **Sororities & Fraternities** – Organize an event on campus to raise money for GT. Challenge the other Greek organizations on your campus to see who can raise the most. Consider GT as your Greek Week philanthropy and suggest to your national office that GT be added as one of your national philanthropies.
- **Sports Tournaments** – Put together a soccer, basketball, football, baseball, softball or tennis tournament in your area. Contact local club teams for support. Incorporate a free throw shoot out or field goal contest to liven the event.



FUNDRAISING IDEAS S-Z

- **Super Bowl Party** – Host a Super Bowl get together and raise money at the same time. Not a football fan? How about a party for the Kentucky Derby, Daytona 500 or another big-time sporting event.
- **Swim for GT** – Raise money by swimming laps at your local pool. Ask friends, family and local businesses to sponsor you by making pledges per lap completed within a certain time period.
- **Talent Show** – Organize a talent show on campus to benefit mental health research.
- **Theme Party** – Host a theme party (50's, luau, etc.) and charge per person to attend.
- **Tribute Gifts** – Is there a special occasion coming up in your life (wedding, graduation, special birthday, etc.)? Instead of gifts, ask your family and friends to make a donation to GT on your behalf for your special day.
- **Used Book/CD/DVD Sale** – Ask your friends and family member to donate their old books and CDs and set up a sale in your home.
- **Walk-a-thon** – Organize or participate in a walk-a-thon for GT where each participant collects pledges per mile or lap walked. Contact local merchants for sponsorship.
- **Wine Tasting Party** – Invite family and friends to your home or a local restaurant and ask them all to bring a bottle of their favorite wine. While everyone is sampling the wine, take the opportunity to tell your guests about your commitment to raising money for mental health research and invite your guests to join you in your efforts.



CONTACT US

If you would like to be a volunteer or organize a fundraising event in your community, please contact us:

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