



# Volunteering On the Spot Toolkit

*Easy virtual and on-site volunteer activities*

# Volunteering On the Spot Toolkit

Engaging your employees through volunteer activities is a great way to increase their commitment to your company and the community while developing skills such as leadership, adaptability, and communication.

## Our Volunteering On the Spot

projects provide meaningful volunteer experiences in a short timeframe, with no transportation expenses. Whether your employees are working remotely or unable to travel to a volunteer activity, this guide offers easy ways to get involved and help your community.

Always reach out to a charity first to ensure the project fits their needs and determine how best to deliver your contributions.



**89% of employees believe that companies who sponsor volunteer activities offer a better overall working environment than those who do not.** In addition, 70% believe volunteer activities are more likely to boost staff morale than company sponsored happy hours, with more than three-quarters saying volunteering is essential to employee well-being.

2017 DELOITTE VOLUNTEERISM SURVEY



## Virtual Volunteer

This guide has a few great ideas for employees who work remotely or are unable to visit volunteer sites. To find more virtual or on-site volunteer activities, visit our [VolunteerMatters365 portal](#).

The screenshot shows the VolunteerMatters365 portal interface. On the left, there are search filters for Location, Distance (set to 50 miles away), and Availability. The availability table shows checkboxes for Morning, Afternoon, and Evening slots for each day of the week (S, M, T, W, Th, F, S). On the right, three volunteer opportunities are listed:

- Card Making**: Minnesota Brain Injury Alliance, Ongoing Virtual Opportunity. Includes an image of colorful handmade cards.
- Stock our Toy Closet for Kids in Chemo**: Children's Cancer Association, Ongoing Virtual Opportunity. Includes an image of a man and a woman playing with a child in a hospital bed.
- Kards for Kindness**: Community Health Charities, Ongoing Virtual Opportunity. Includes an image of a young girl sitting on a bed with a swan-shaped pillow.

## Virtual Events

### Relay for Life

Participate in this year's online nation-wide Relay for Life on April 25, 2020. Learn more by visiting [American Cancer Society's event page](#).

### March for Babies

March of Dimes is taking the March for Babies online. Support research, advocate for policies, and help moms through their pregnancies without ever leaving your home. Visit [March of Dimes](#) for more information.

### St. Jude Walk/Run

You can still walk, run and fundraise to raise money for childhood cancer research and the kids of St. Jude, conveniently at your own time, place and distance during Childhood Cancer Awareness Month. Learn more by visiting [St. Jude Children's Research Hospital's website](#).

## **PhilanthroBreak™**

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A PhilanthroBreak™ is a break with a purpose—engage, learn, have fun, celebrate, give back. These breaks focus on topics like, self-care and managing stress, heart health, nutrition and diabetes prevention. The PhilanthroBreak™ takes place on agreed upon dates for the duration of 1 ½ hours at a company designated location. This window of time allows employees to participate at their convenience. These breaks can also be done virtually for shorter durations. CHC will also provide supplemental ideas to further engage team members pre- and post-breaks.

## **AmazonSmile Charity Lists**

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Support national or local charities by purchasing items from their wish list on Amazon. Visit [smile.amazon.com/charitylists](https://smile.amazon.com/charitylists) and browse organizations by cause. With Charity Lists, all charity accounts are verified so you can take the guesswork out of giving and donate worry-free.

## **Become an Online Ambassador**

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Many nonprofits provide information on how to be an online ambassador or advocate. Whether you share information about the cause through your social media or reach out to your local or state politicians to advocate for policy change, your voice can make a difference. Contact your charity of choice or visit their website to find out how you can become an advocate.

## **Gift Cards & Food Delivery**

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Health care workers are working overtime to meet the need of local communities across the country. Show your local hospital workers, nursing home employees, medical facility staff, and emergency response workers that you care by sending them gift cards to local restaurants that deliver, thank you notes, and/or a delivery of food. Be sure to contact the location first.

## **Entertainment Kits**

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Send fun articles, puzzles, adult coloring books and other items to help members of your community, whether they are homebound, financially constrained or living in a shelter, feel connected. Consider sending a care package of these items to a local senior center or flowers, cards or other items to a local assisted living facility. Call first to see what their protocol is on outside delivery and hand-drawings from kids.

## Care Packages

Whether they are homebound, financially constrained or living in a shelter, many individuals and families are in need of items to support them. Consider creating care packages for local shelters or senior centers that include the following items:

### Supplies

- Laundry detergent
- Lysol spray
- Clorox wipes
- Toilet paper
- Cleaning supplies
- Hand sanitizer
- Feminine hygiene products
- Hand soap
- Baby wipes
- Pop-top canned soups
- Boxed meals
- Microwavable meals
- Snacks

### Instructions

1. Collect or buy the necessary supplies.
2. Fill the bag with the supplies.
3. If you'd like, add a note of encouragement to the individual or family who will receive the care package.

*Helpful Hint: Entertainment items such as a deck of cards, a board game, or even coloring books for both children and adults can help families stay busy.*

*Also, consider participating in a call outreach program to talk to residents of a local senior center or assisted living facility.*



## Patient Supply Drive

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One of the ways [St. Jude Children's Research Hospitals](#) helps patients and families feel welcome during their visits is by providing playrooms and gifts for patients. They welcome donations. Do not gift wrap items.

*For safety purposes, please avoid the following items: Stuffed animals, handmade items, food, toy guns, knives, candy, cloth body dolls, balloons, porcelain dolls, VHS movies, soap or bubble mixtures, used items of any kind and ride-on toys.*

Ship items to:

St. Jude Children's Research Hospital  
Attn: NMO (Non-Monetary Operations)  
501 St. Jude Place  
Memphis, TN 38105

### Urgent Items Needed

- Barbie Dolls
- Lego kits
- Activity books (word searches, crossword, sudoku, etc.)
- Uno Cards
- Small sized toys for boys and girls (no stuffed toys)
- Playdoh Brand Play Dough (and small accessories)

### Gift Cards From:

- Amazon
- Best Buy
- Gaming Cards: Minecraft and Wizard101
- Gas Cards
- Google Play/Android
- International Pre-paid Phone Cards (must not be required to purchase a phone in order to use the card.)
- iTunes/Apple
- Starbucks
- Target
- Visa, American Express, or Mastercard
- Walgreens or CVS
- Walmart

## Kards for Kindness

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Make homemade cards, e-cards, or video messages for local military veterans, nursing home residents, children's hospital patients, medical staff, individuals with limited mobility, or those serving overseas. Many community members like veterans and the elderly often feel isolated, lonely, or unappreciated. Your words of encouragement offer hope and help them feel connected to your community.

### Supplies

- Multi-colored paper, copy paper, or cardstock
- Markers
- Stickers, ribbon, feathers, magazine clippings, etc.
- Glue or double-sided tape
- Stamps and inkpads
- Pens
- Scissors
- Envelopes

### Instructions

1. Choose a recipient (veterans, nursing home resident, hospital patient, etc.) for your card.
2. Gather the necessary supplies. You can use whatever craft supplies you have around the office, or buy new supplies.
3. Fold the cardstock or paper to create a card.
4. Decorate the card however you want.
5. Write a note of encouragement, hope, or thanks (based on the recipient) and sign your first name. "Thank You", "Birthday", "Thinking of You", etc.
6. Repeat as many times as you'd like.

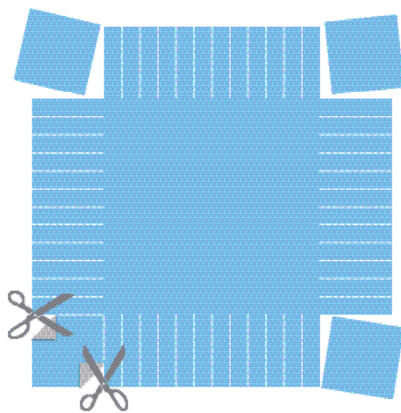
## Blankets of Comfort

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Children and adults in the hospital, transitional housing, or homeless shelters are often looking for comfort. A simple blanket might be just the thing to provide security and warmth. Take fleece fabric and make a tie-blanket.

### Supplies

- Fleece fabric (bright colors and patterns are encouraged!)
- Instructions
- Scissors
- Ruler



### Instructions

1. Decide if you are making a small or a large blanket. A small blanket should be 30" long and a large should be 60". You do not need to alter the width of the blanket; keep it the standard size it is on the bolt.
2. Select your fabric and cut the right length.
3. Cut a 3" by 3" square out of each corner.
4. Fringe each side of the fleece by cutting 3" by 1" strips that you will later tie.
5. When all four sides have been fringed, begin tying each separate fringe. Make each knot tight but do not make it flush to the edge of the blanket or else the blanket will bunch up and not lay nicely.

*Helpful Hint: If you don't have time to make blankets, just set up a donation box for employees to bring in a blanket to donate. Or, crafty employees can crochet or knit blankets at home and bring in to donate.*

## Craft Kits

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Provide a warm and comfortable environment for individuals or families that are homebound, financially constrained or living in a shelter with arts and crafts.

### Instructions:

Pick a craft, and place all supplies needed for the craft in a one gallon sealed, zippered plastic bags, including printed instructions. Craft supplies you should avoid: play dough, feathers, leaves, moss, dirt, glitter, and any food products like pasta or beans. If your craft requires safety scissors or glue, please include separately in a sealed zippered plastic bag.

### Tips:

- All materials must be new
- Include all materials needed to complete the craft except glue, scissors, markers, and crayons (donate separately in another bag)
- Picture of completed craft in color on the front of the bag
- Step-by-step instructions easily readable in back of bag (English and Spanish versions, if possible)
- All crafts should be religiously, politically, ethnically, and culturally neutral
- Activities for all ages are needed, including children, teens, young adults, and parents

### Items to avoid:

- Latex balloons
- Candles
- Knives
- Toy guns
- Water guns
- Any food items ( beans, pasta, etc.)
- Small objects that could be a choking hazard
- Threatening themes such as death, medical procedures, medical personnel, and illness
- Other unsafe materials
- Any personal information (your name, name of your organization, address, etc.)

## Shoebox of Support

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You can give a helping hand to individuals, children, and families experiencing homelessness. Find a shoebox and fill it with toiletries and other basic necessities to pass out with food at free and reduced lunch sites.

### Supplies

- Shoebox
- Travel size shampoo and conditioner
- Bar soap
- Lotion
- Deodorant
- Toothbrush
- Toothpaste
- Sunscreen
- Hair comb/brush
- Hand towels
- Bandages and antibiotic ointment
- Socks
- Tampons/panty liners
- Razors
- Tissues
- Re-sealable zipper storage bags
- Rain ponchos
- Bus passes
- Laundry gift cards

### Instructions

1. Find a shoebox. Decorate it however you want without sealing the lid.
2. Purchase or collect new supplies.
3. Fill the shoebox with the supplies.
4. Collect shoeboxes in a large box.



## Face Masks

If you're skilled at sewing and want to help your local hospitals, you can make face masks at home. Cotton T-shirts and cotton pillowcases are the best materials for making DIY face masks, based on their ability to capture particles yet remain breathable, and they can perform comparably to surgical-grade masks. Please note that anything made with fabric must be made in a smoke-free and pet-free environment.

*It's always best to reach out to your hospital in advance to see if they're taking donations.*

### Supplies

- 100% cotton double gauze (High thread count bed sheets lined with flannel or 100% cotton t-shirt material may be substituted)
- Double gauze
- Pipe cleaner
- Ties (can substitute elastic cut 7.5" in length for women's masks or 8.5" in length for men's masks)

### Instructions

1. Cut 4 pieces of your material to a rectangle the size of 8 inches by 7 inches.
2. Cut pipe cleaner to 6 inches in length
3. Cut tie material to 14" in length and sew a double fold bind.
4. Place two layers of the material (either the gauze or cotton sheets) on the mat. Attach the pipe cleaner to the top of the mask where it will cover the nose with a baste stitch.
5. Pin your ties or elastic 1" from the top and bottom of the 8" side of the lining.
6. Add the other two layers of material and start stitching on the bottom (the opposite side of the pipe cleaner) about 2" from the edge.
7. Stop sewing 2-3" from the starting stitch. Clip the corners to reduce bulk.
8. Turn mask right-side out by pulling through the opening. Press flat and pin your opening shut.
9. Stitch 1/8" away from the edge all the way around the mask. Stitch above the pipe cleaner and double stitch over the ties to better secure them.
10. Fold your mask in half and pinch a half inch piece of the fabric to make your first pleat. Pin it before repeating a pleat 1/2 inch below and above the middle pleat. Press all the pleats flat.
11. Stitch the pleats down before pressing the entire mask.

*Participating JOANN locations are offering sewing machines, materials and guidance to help customers safely make facemasks and covers, gowns and other items to donate to America's hospitals. JOANN will provide and donate 100% of the supplies needed for these projects for those who come in to make.*



# Nonprofit Partners' Volunteer Links

## [Community Health Charities](#)

[ALS Association](#)

[Alzheimer's Association](#)

[American Cancer Society](#)

[American Diabetes Association](#)

[American Heart Association](#)

[American Lung Association](#)

[amfAR Aids Research](#)

[Arthritis Foundation](#)

[Autism Speaks](#)

## [Covenant House](#)

[Easter Seals](#)

[JDRF](#)

[Leukemia & Lymphoma Society](#)

[Mental Health America](#)

[National Multiple Sclerosis Society](#)

[Ronald McDonald House](#)

[St. Jude Children's Research Hospital](#)

[Special Olympics](#)

[Susan G. Komen](#)

