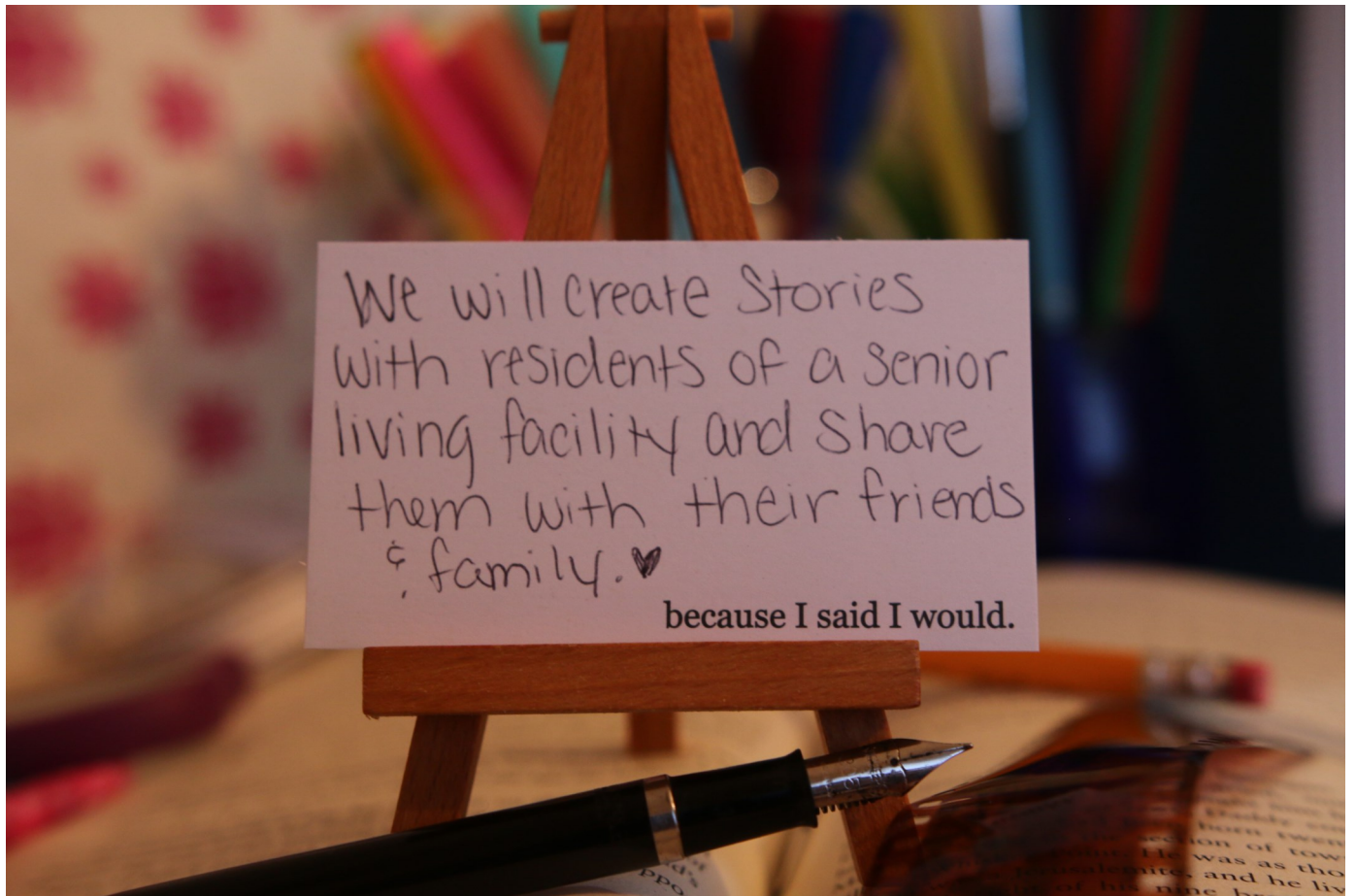


Story-making with Seniors:

A Volunteer Project Plan



A step-by-step guide to help you give back on your own terms!

because
I said
I would.

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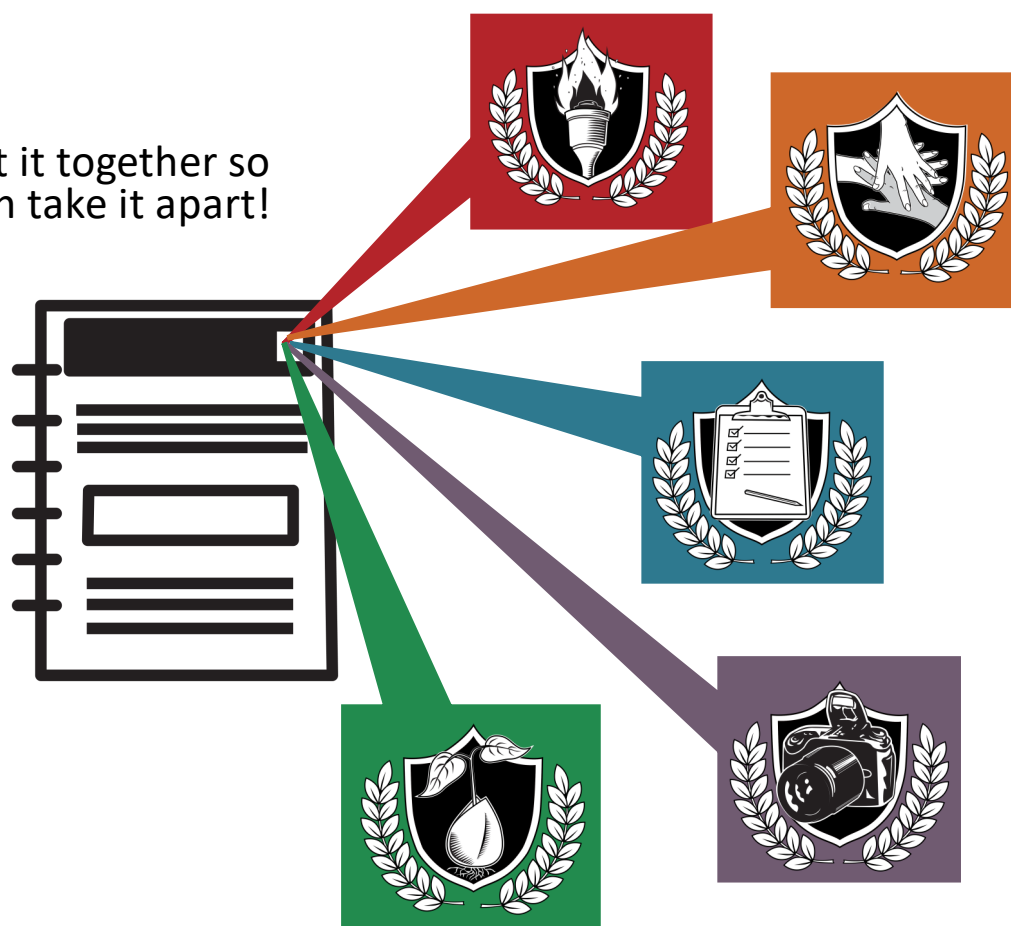
About Volunteer Project Plans

A Volunteer Project Plan is a step-by-step guide to complete a service project in your community.

All around us, there are opportunities to help our neighbors and our communities. However, it can be overwhelming trying to figure out what to do and where to start. A Volunteer Project Plan is the answer to this dilemma. We provide the tools and information you will need, including easy-to-use checklists.

All you have to do is distribute the checklists and other resources amongst members of your team according to their designated roles. The pages needed for each of these roles are indicated using a unique icon in the upper left corner.

**We put it together so
you can take it apart!**

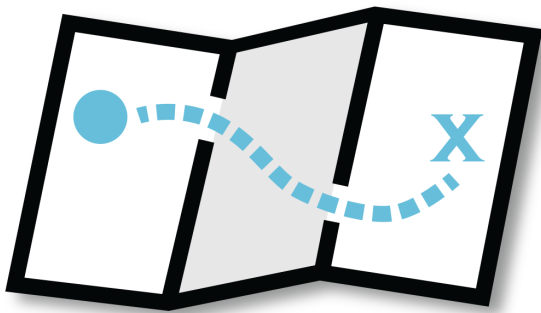


Please review the [commitment decision page](#) to help you decide if this project is right for you.

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The Issue:

People are living longer, and the number of people in residential care continues to grow. In 2016, the CDC reported there were over 30 thousand residential care centers overseeing almost a million beds. Because it often means less (or no) contact with close friends, neighbors and family, moving into an assisted living community or nursing home can be socially isolating, which is a significant risk factor for depression.¹ In fact, depression is the most common mental illness among adults over age 65, affecting more than 25 percent of adults living in nursing homes, and seniors may have barriers to seeking formal treatment.² The good news is this: you do not have to be a doctor or counselor to help out. All you need is the desire to make a difference, a little patience—and a plan.



The Plan:

Recruit a team and hold a group improvisational story-making event at a local nursing home. You will use a photo or prompt to inspire seniors to make up a story using only their imaginations. Friends, family and neighbors of the seniors are invited in to view a presentation of the story and are encouraged to socialize amongst themselves.

The Impact:

Inviting people in for the story presentation is a key aspect of this project. Research shows that seniors often prefer to spend time with familiar people—such as family, friends, and neighbors—over meeting new people.¹ This event will foster these relationships and hopefully inspire family, friends, and even volunteers to continue to visit and socialize with their senior loved ones that may be living in a nursing home or assisted-living facility.



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Commitment Decision Page



Please consider if you are able to do the following before making this commitment.



Prep Time: 3-4 hours
Service Time: 2-3 hours
Total time: 5-7 hours

BUDGET
\$\$\$\$

Less than \$100

You will need:



A planning team of 4-10 people who will give 5-7 hours each



Art & writing supplies,
Presentation items
Less than \$25



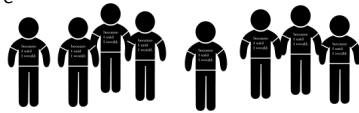
A story prompt
Photo



Photography
equipment



Seniors living in a nursing home or
assisted living facility + their friends &
family



4-40 Volunteers who will give
2-3 hours of time each

Steps:

1. Plan

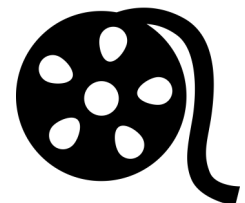
The leadership team will:

1. Arrange a planning meeting
 - Do you need to adapt/adjust?
 - Who will you partner with?
2. Obtain equipment & supplies
3. Get the necessary approvals
4. Coordinate with your partner for family & friends of the seniors to see the story
5. Spread the word & gather volunteers

2. Serve

Volunteers will:

1. Make up an imaginary story with the group of seniors
2. Illustrate, document & prepare the story for presentation



Present the story!

4. Celebrate

You and your team just
did something
uncommonly
AWESOME!



3. Report

Return your completed
Impact Report form



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Story-making process

Step 1) Show a story prompt to the seniors

After everyone has a chance to introduce themselves, show the seniors a curious photograph* or an interesting question to prompt the telling of a story. Some examples are below:



What is the softest thing in the world?

**NOTE: Please verify the copyright of any images you may find online and whether or not you need written permission from the artist to use the image. One website that has free images and that do not require permission to reuse is at <https://pixabay.com/>.*

Step 2) Create a group narrative by asking each senior to take a turn adding something on to the story

This will require some patience and flexibility. Some seniors may be slow to 'warm up' to the activity. In this case, it is helpful to think about follow-up questions that might help the person along. For instance, in reaction to one of the above photos, someone may reply, "It's two doors." In response, you might ask things like, "Where do the doors lead to?", "Why do you think someone took this picture?" The most important part of this process is to repeat back whatever each person says, write it down, and then re-tell the entire story up to that point so the next person can add his or her part.

Step 3) Capture the story in writing or with a recording**

Step 4) Present the final story

During the second part of the day, volunteers present the story to staff, other seniors at the facility and the family/friends & neighbors of the senior storytellers. A few ideas for the presentation are to have a live reading; construct a collage, play or video montage from the stories; or compile them into a book and make copies for distribution. These are only suggestions...be as creative as you wish!

***NOTE: If you are planning to record the stories using audio or video, you will first need to check with the facility about any policies regarding this intention. Also, even if recording is permitted by the facility, volunteers should still obtain individual permission from each person who will be recorded.*

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Overview of Leadership Team Roles

Project Leader



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles

Project Co-Leader



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Logistics Leader



- Works with Volunteer Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Photojournalist Leader



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Fundraising Leader



- Works with the Volunteer Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

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PROJECT LEADER SECTION



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles

Project Leader Checklist



Before

BEFORE

Getting Started

- If desired, review the [adaptations page](#) for ideas to scale this project up or down
- Have a planning meeting to divide roles, decide on a possible Senior-living facility to partner with as well as a tentative date/time for the Day of Service
 - Consider selecting a place where a volunteer (or volunteers) already have a friend, family member, or former neighbor onsite
 - You may need to have a second status and update meeting– What tasks are completed on each person's "Before" checklist. Are we on track? Are there any unexpected roadblocks?

Identifying a Partner

- Reach out and secure a partner organization and date/time for the Day of service
- Obtain permits or any other necessary approvals from above facility
- Coordinate with your partner to ensure that someone will be there an hour early for your team to arrive and set-up

Getting prepared

- Coordinate with the **Logistics and Fundraising Leaders** to obtain [equipment/supplies](#)
- **If necessary, work with the Fundraising Leader to procure extra funds and/or equipment PRIOR to setting a date for the project**
- Work with the Photojournalist to recruit additional volunteers
- Hold the second status and update meeting with the planning team, if needed
- Just prior to the day of service, double check with **Logistics** that all equipment and supplies (including the story prompt, Promise Cards and photocopies) are packed up and ready to go

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Project Leader Checklist



During

DURING

Get volunteers set-up

- ☐ Arrive approximately one hour prior to starting the Story-making event to get organized
- ☐ Give the [Impact](#) & [Safety Presentations](#) at the beginning of the event
- ☐ Make sure to explain the story-making process to the volunteers
- ☐ Ask each volunteer to complete a Promise Card expressing his or her commitment to THIS project...and then collect them

Make up an imaginary story with the Seniors

- ☐ Explain the story-making process to the Seniors using the Guide for Senior Participants
- ☐ Be the main point of contact
- ☐ Oversee the other roles to ensure everyone is on track
- ☐ At the end of the day, return Promise Cards to their respective writers



After

AFTER

- ☐ Make sure the **Leadership Team** has completed their after service responsibilities
- ☐ Ask the **Fundraising Leader** for the collected information for the Impact Report
- ☐ Complete and send the [Impact Report](#) to *because I said I would**
- ☐ Work with the **Fundraising Leader** to thank partners and donors
- ☐ Thank your team and remind them of the impact of their hard work!

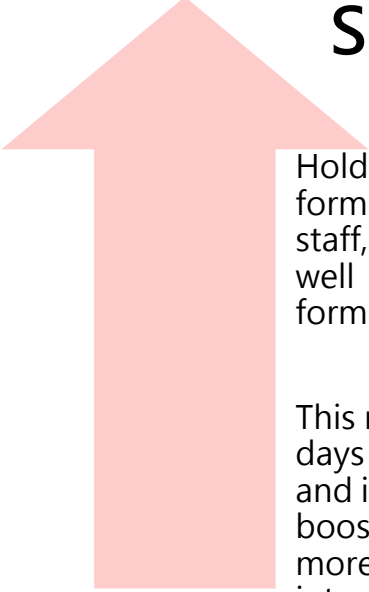
Items can be sent to projects@becauseisaidiwould.com

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- You can adjust (or scale) the project “up” or “down” if desired.
- Simply adapt the information and checklists provided to tailor this project to the interests of your volunteers and the specific needs of your community.

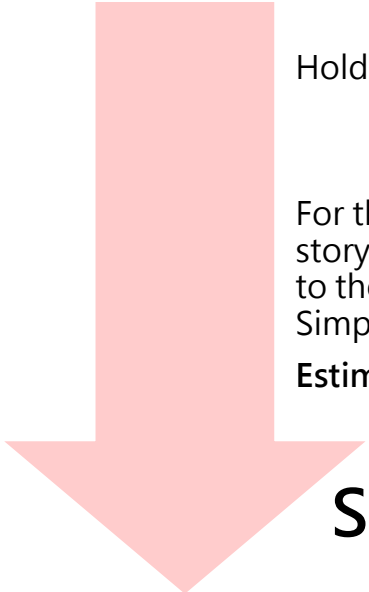
Scale It Up



Hold an improvisational story-making event with seniors. Make a formal creative presentation that illustrates/conveys the story. Invite staff, other residents, family, friends and neighbors of the seniors, as well as other community members to a separate event where the formal story presentation is shared.

This requires more planning and breaks the project into two distinct days of service. Making a formal, creative presentation of the story, and inviting family, friends as well as local community members, boosts the impact because it honors the story and story-makers in a more visible way, it increases the quantity and quality of social interaction, and it also improves overall attitudes toward the aging population.

Estimated Timeframe: 12-15 hours total



Hold an improvisational story-making event

For this, volunteers will prompt seniors and help them to make up a story using only their imaginations. The final story is simply read back to those that made it, as well as to staff and other seniors if desired. Simple but fun!

Estimated Timeframe: 4-6 hours total

Scale It Down

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Agenda & Important Contacts



Name of Facility: _____
Primary Contact: _____ Phone: _____ Email: _____
Address: _____
Date & Time of event: _____

Suggested Agenda

15 mins. Arrival and sign-in
15 mins. Complete and collect Promise Cards [about this project]
15 mins. Review roles for day of service and distribute to volunteers
15 mins. Give Safety & Training/ Impact presentations
15 mins. Convene seniors (if not already done)
20 mins. Introductions and review of Participant Guide with seniors
1-2 hours Story-making session
1 hour Break/Make the creative story presentation
50 mins. Reconvene and present story to seniors & family/friends
10 mins. Thank the group of volunteers and seniors
5 mins. Return Promise Cards to their respective writers
20 mins. Wrap-up discussion and post-event photos
5-6 hours Total

Planning Team:

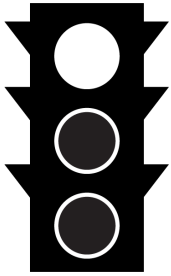
Name: _____ Project Leader Contact: _____
Name: _____ Project Co-leader Contact: _____
Name: _____ Photojournalist Leader Contact: _____
Name: _____ Fundraising Leader Contact: _____
Name: _____ Role _____ Contact: _____

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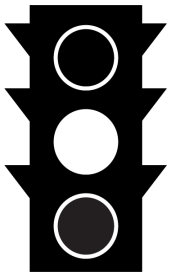
Safety & Training Presentation



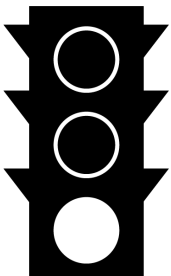
As we are completing this project safety and confidentiality must be our number one concern. Here are a few do's and don'ts to keep in mind:



- Do NOT attempt to help anyone with any medical need including those with mobility challenges—alert the staff who are trained to handle these issues
- Do NOT touch anything biohazardous such as bandages, bodily fluids or open wounds
- Do NOT pressure people to remember things— or even to participate at all
- Do NOT change or 'correct' things as you re-tell the narrative to the group...even if it does not make sense to you



- People can participate in any way they choose, including observing
- The most important thing to do while making the story is to **repeat whatever is said out loud for the group...and write it down**. Each time it is a new senior's turn to contribute to the narrative, **we will re-read the entire story up to that point**. Then, the next senior can add his or her part



- Take time for introductions—one of the biggest benefits of this event is building a sense of community for ALL involved
- Follow ALL policies or other conditions from the facility...especially concerning photography or use of recording equipment
- Be patient: some people may be slow to respond...allow ample time to process thoughts/comments
- Watch your pacing—you will need to repeat things to maximize involvement
- Include literally everything: sounds, gestures, word fragments, and songs are welcome and should be incorporated
- Let go of the 'rule' that a story must have a beginning/middle/end

Last but not least, use your sense of humor...and HAVE FUN!

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Impact Presentation Guide



Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

Hey Everyone! Before we get started, I would like to quickly review some information with you to remind us of why we are all here today and the impact we are making together.

- In 2016, there were 30,200 assisted living communities in the U.S. ³
- Because it often means less (or no) contact with close friends, neighbors and family, assisted living communities & nursing homes can be socially isolating. ⁴
- This is significant because social isolation can have negative health effects and is a well-known risk factor for depression. ⁵

Unfortunately, many people believe that depression is a normal part of the aging process. It is NOT⁶

- The social interaction of group storytelling can buffer against loneliness & depression. ⁷
- In fact, scheduling and then doing enjoyable activities improves both mood and communication skills for this growing segment of the population. ⁸
- In addition, storytelling is empowering in its own right, particularly because the stories are entirely 'made up' and do not require people to recall past details or memories in order to participate. ⁹
- Further, inviting family, friends and neighbors into the facility will reduce loneliness for older adults more effectively than meeting new people, as research suggests that this age group often prefers spending time with familiar faces. ¹⁰
- Last, but most certainly not least, those who take part in this creative process have a chance to see their elders as strong storytellers, not merely stricken and suffering... and silent. ¹¹

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Guide for Senior Participants



Hello! Thank you for coming. I would like to take a few minutes to do introductions and then I will explain a little bit more about what we are going to do—and—I will answer any questions you may have as well.

[break for introductions: ask all volunteers introduce themselves by first name and then ask the seniors to do the same.]

Ok. Thank you everyone. Now let's talk a little bit more about the plan for what we are doing today.

- The first thing we are going to do is work together to make up an imaginary story. In a few minutes we are going to show you a [photograph or phrase...depending on what you selected as your prompt.]
- Next, we will go around the room and ask each person to add a part to the story.
- Before each person's turn, we will re-read the entire story up to that point. Remember— this is a completely made-up story...so anything goes! Say whatever comes to mind...there are NO wrong answers!
- While we are making up the story, some of us will also be making [drawings/paintings/collages/other—depending on what you selected as your presentation.]
- Later, we will have a presentation to share your story with everyone.

Does anyone have any questions?

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1. Tally up the impact of your project
2. Share the results on social media to inspire others to volunteer
3. Send this form to: projects@becauseisaidiwould.com



Promises
matter!

Volunteer Hours:

Estimated total hours of planning time

_____ Hours

Estimated total number of day-of-service hours
including prep time, time spent story-making, and wrap up

_____ Hours

Cost Analysis:

Estimated savings from donated equipment and supplies

_____ Dollars

Total cost of purchased supplies and equipment

_____ Dollars

Impact:

Total number of seniors who participated in the event

_____ Seniors

Total number of family members who attended this event
(do not include volunteers)

_____ Family members

Total number of volunteers participating in planning the event

_____ Volunteers

Total number of volunteers present on the Day of Service

_____ Volunteers

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PROJECT CO-LEADER SECTION



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Project Co-Leader Checklist



Before

BEFORE

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



During

DURING

- ☐ Work with the **Project Leader** to make sure everything is running smoothly
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



After

AFTER

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'After' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed

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LOGISTICS LEADER SECTION



- Works with Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Logistics Leader Checklist



Before

BEFORE

Gather equipment and supplies:

- ☐ Work with the **Volunteer Project Leader** to determine [equipment & supplies](#) needed & quantities for each
- ☐ Make copies of the "Day of Service" materials including [Promise Cards](#) (and cut them out)

Get details about the partner organization

- ☐ Follow-up with the selected facility about where to park and enter the building, the expected number of seniors and a description of the room/space where the project will occur
- ☐ Obtain information from the facility about rules, regulations, policies and other considerations that may influence how the project is done (including photography)
- ☐ Just prior to the Day of Service, make sure the equipment and supplies (including photocopies and Promise Cards) are packed up and ready to go



During

DURING

Set-up and volunteer sign-in

- ☐ Bring the equipment and supplies and copies of the Day of Service materials to the selected location
- ☐ Set up a registration table (or clipboards) and set out volunteer role checklists
- ☐ Help volunteers sign-in and select a role to start with

Oversee equipment

- ☐ Find a volunteer to help hand out supplies if needed
- ☐ Work with the **Volunteer Project Leader** to coordinate other needs as they arise
- ☐ Continually ask volunteers if they need anything– bathroom breaks? Water?
- ☐ Make sure volunteers have something to do at all times; rotate people as needed
- ☐ Verify that equipment and supplies are returned & oversee packing and cleaning up



After

AFTER

- ☐ Return any borrowed or unused supplies
- ☐ Let the **Volunteer Project Leader** know of any donations so that a personalized thank you can be made

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Equipment & Supplies Checklist



- Try to get as much of your equipment and supplies donated as possible.
- See if you can borrow something if it cannot be donated
- Let organizations, friends, and others know that you are trying to help your community

- ☐ Full-page photocopies of the prompt (at least 8.5" x 11") OR a way to project the prompt onto a screen or blank wall
- ☐ Blank and lined paper
- ☐ Writing materials
- ☐ Photography, video, and/or audio recording equipment
- ☐ Snacks & Water for volunteers
- ☐ Copies of "Day of Service" materials for each volunteer [=___copies]
- ☐ Registration table or clipboards
- ☐ Materials needed for making a creative presentation of the story (art supplies, magazines, extra paper, props, etc.)
- ☐ List these items below—

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____





Please PRINT clearly

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Overview of Day of Service roles

Greeters/Welcome Party=



Story Team

Help the seniors make up a story.

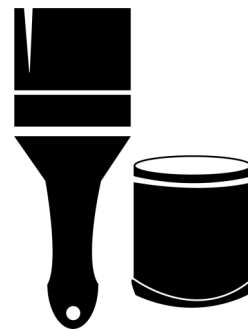
Story facilitator
Scribe
A/V Recorder
Actors
Illustrators



Creation Station

Create a presentation of the story the seniors make. Start by choosing **one** of the following creative options, or use your own idea!

Publisher
Playwright
Choreographer
Stage Hands
Videographer
Make a video



Presenters

Read, sing, dance, act out or
exhibit the final story in some
way



If you have enough volunteers,
make sure to rotate people
between stations so that
everyone has a chance to
participate

Checklists for Volunteers-Day of Service roles

PLEASE DISTRIBUTE

1. Greeters/ welcome party



- ☐ Provide a friendly welcome to the seniors and families/friends who attend
- ☐ Help direct volunteers to their respective stations
- ☐ Have fun...and smile! Try to connect with other volunteers and the seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

cut here

2. Story Facilitator



- ☐ Show the story prompt to each senior when it is his/her turn to add something
- ☐ Help keep the story going
- ☐ Accept every answer (Including gestures, sounds and "non-sensical" comments)
- ☐ Ask open-ended questions to help spark imaginations
- ☐ Echo/repeat ALL responses to be sure you are getting them accurately
- ☐ Have fun...and smile! Try to connect with other volunteers and the seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

cut here

3. Scribe



- ☐ Record the story in writing as each senior adds a part
- ☐ Have fun...and smile! Try to connect with other volunteers and the seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

cut here

4. A/V Recorder



- ☐ Make sure you know the facility policies about recording
- ☐ Inform everyone of your intention to record
- ☐ *With permission*, take photos, use audio/video to capture the story-making process
- ☐ Have fun...and smile! Try to connect with other volunteers and the seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

6. Actor



- __Act out sounds/gestures, or 'sing' parts as they are added
- __Act these out each time the story is re-read aloud
- __Have fun...and smile! Try to connect with other volunteers and seniors
- __Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

cut here

7. Illustrator



- __Draw or paint parts of the story as they are developed
- __Compile these for use in the final presentation
- __Have fun...and smile! Try to connect with other volunteers and seniors
- __Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould

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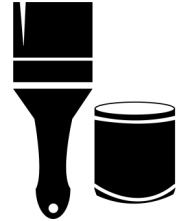
PLEASE DISTRIBUTE

CREATION STATION—listen, observe, and make a creative presentation of the story to share with the seniors and their loved ones.

Choose ONE option for your presentation.

8a. Publisher

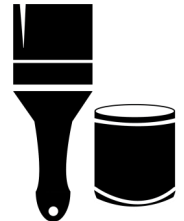
- ☐ Assemble a book by writing out the final story
- ☐ Make a cover page that includes the names of all authors
- ☐ Include illustrations, if available and desired
- ☐ Have fun...and smile! Try to connect with other volunteers and seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould



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8b. Playwright

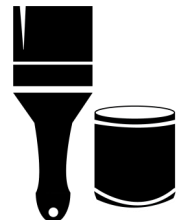
- ☐ Develop a way to act out the story
- ☐ Use photos or the recording from above if desired
- ☐ Have fun...and smile! Try to connect with other volunteers and seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould



cut here

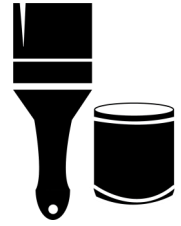
8c. Choreographer

- ☐ Make up a dance that tells the story
- ☐ Use sounds, gestures, and song parts from the story
- ☐ Use audio recording from above if desired
- ☐ Have fun...and smile! Try to connect with other volunteers and seniors
- ☐ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould



8d. Stage hand

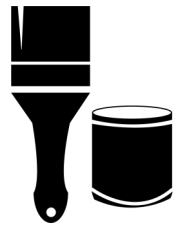
- __ "Set the Stage" and make a 'place' to present the story
- __ Use props, hang a backdrop, or make 'costumes' using accessories like hats, scarves, jewelry, belts, etc.
- __ Have fun...and smile! Try to connect with other volunteers and seniors
- __ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould



cut here

8e. Videographer

- __ Capture a recording of the final story all the way through
- __ Or make a video montage that adds highlights of the day
- __ Have fun...and smile! Try to connect with other volunteers and seniors
- __ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould



cut here

9. Presenter

- __ Present the final story to participants and their loved ones in the creative format selected above
- __ Have fun...and smile! Try to connect with other volunteers and seniors
- __ Take a picture of yourself, post it to social media, and promote volunteerism using the hashtag #becauseisaidiwould





Instructions for using a Promise Card:

- Write your promise to complete this project on the card
- Give the card to the Volunteer Project Leader
- Fulfill your promise
- Get your card back. Keep it as a reminder that you are a person of your word!

because I said I would.

because I said I would.

because I said I would.

because I said I would.

because I said I would.

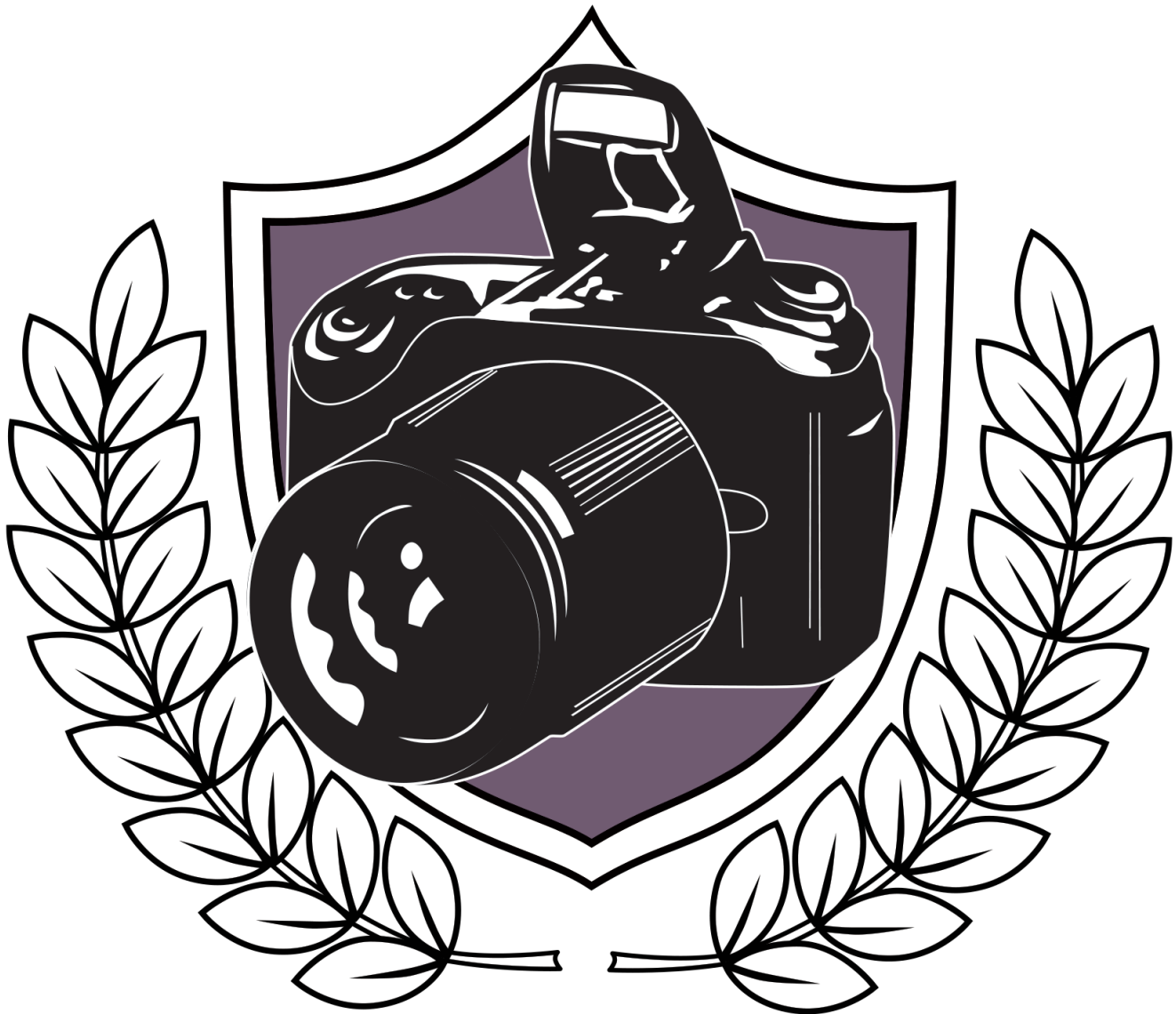
because I said I would.

because I said I would.

because I said I would.

because I said I would.

PHOTOJOURNALIST LEADER SECTION



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Photojournalist Leader Checklist



A picture is worth a thousand words. Capture the moment and share the impact volunteering can make!

Remember: depending on location and the person you are recognizing, the rules and regulations of photography may vary. Make sure to ask if the person is comfortable having his or her picture taken.



Before

BEFORE

Promote the Event

- ☐ Recruit additional volunteers for the Day of Service; advertise the project using flyers and on social media, including the roles needed on the day of service
- ☐ Update and give flyers to the facility to help recruit seniors
- ☐ Contact local newspapers, news stations, and magazines (if applicable)

Prepare your equipment

- ☐ Charge batteries for your camera/s & ensure your phone is charged
- ☐ Check that you have extra batteries and/or chargers and pack up your photography/recording equipment
- ☐ Check with **Logistics** to understand the rules of what can and cannot be captured



During

DURING

- ☐ Bring and set up photography equipment
- ☐ Capture the project through photo or video (or both)
- ☐ Interview 5 or more people (see Interview Guide)
- ☐ Make sure volunteers know how to use the hashtag **#becauseisaidiwould**



After

AFTER

- ☐ Use the completed **Photojournalist Leader [Interview Guide](#)** to write a short paragraph about an interesting part of the project
- ☐ Announce the outcome on social media platforms
- ☐ Send a recap—including photos and write-up of interviews—to *projects@becauseisaidiwould.com*

because
I said
I would.



TIPS FOR TAKING INTERESTING PHOTOS

Before and After—

- Show a striking difference between the start of the project and at the end.

Subject selection—

- Choose people/places/things to photograph that are unexpected, surprising, emotional, or action-oriented.

Frame and focus—

- Eliminate unnecessary background by getting 'up close' to the intended subject/s of the photo.
- Experiment with different angles and perspectives that draw the viewer in.

- Take a before and after shot
- Do a group photo
- Catch an action shot

Sample Interview Questions

1. What is the most unexpected thing to occur today?
2. Have you ever done something like this before?
3. What did you learn today?
4. Has this issue affected you directly or indirectly?
5. What did you discover while interacting with others? Does anything stand out? Any interesting discussions?



Write a short story that recounts interesting experiences people had during this event. Share your story with *because I said I would* headquarters and post it to social media to increase awareness and promote volunteerism!

Use the back of this sheet if desired

Email to projects@becauseisaidiwould.com

FUNDRAISING LEADER SECTION



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

Fundraising Leader Checklist



Before

BEFORE

Gather donations and/or host a fundraiser prior to the Day of Service if needed

- ☐ Check with the **Logistics Leader** to find out what equipment & supplies are still needed (if any)
- ☐ Identify possible donors (or lenders if borrowing) for supplies or equipment
- ☐ Give donated equipment/ supplies to the **Logistics Leader**
- ☐ If additional funds are needed, plan and complete a fundraising event prior to the day of service (see [fundraising guideline sheet](#))
- ☐ Use acquired funds to purchase needed equipment or supplies



During

DURING

Collect and compile information for the Impact Report by doing the following:

- ☐ Recognize and record how many volunteers are there
- ☐ Find out from the **Logistics Leader** the cost of the supplies and how many of each are needed
- ☐ Distinguish between what was donated, borrowed, and purchased



After

AFTER

- ☐ Inform the **Project Leader** of information collected for the Impact Report
- ☐ Work with the **Project Leader** to thank any donors who had a part in making this project possible!

Fundraising Leader Guide



Below are some general considerations for planning and completing a fundraising event. The more time you have in advance to plan, the more likely it is that you will have a successful event.

IDEAS

- Ice cream bar/potato bar
- Spaghetti dinner
- Pancake breakfast
- Flea Market
- Bake Sale
- Bingo
- Silent Auction

START

Decide on a fundraising idea.

Make a thorough **supplies list**. Do not forget about the **place or specific services** you may need like landfill fees or food delivery.

Calculate your '**break even**' point: Subtract the cost of doing your fundraiser from the minimum amount of money that you could possibly raise. Make sure it is possible that you can raise enough funds to make your efforts worthwhile.

Research nearby similar fundraisers and schedule accordingly to reduce duplication of similar projects in the same area at the same time.

Promote/advertise your event as far in advance as possible.*

- Be clear what **payment types** will be accepted (cash, Paypal, credit, checks)
- Ensure your **electronic payment methods** are working
- Get sufficient bills and coins to **make change**

Donate the surplus: Any amount in excess of what is needed should be gifted to *because I said I would* or invested in another project .

END

After your fundraiser, **make personal thank you notes/calls** using the donor's name.

*Inform donors that gifts are NOT tax deductible because you are not a non-profit organization.

**because
I said
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Sources and For More Information

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