

SAFETY



We welcome your ideas for gatherings and encourage you to discuss any suggestions with your regional volunteer coordinator, but please remember that it's vital to have confirmation and/or approval from your coordinator before beginning the event planning process.

Keep in mind that funds provided by the World Vision Outreach Team are not, under any circumstances, to be spent on alcoholic beverages.

As a Community Outreach Volunteer, you will be given access to contact information for World Vision volunteers in your area. As such, it's very important that this personal information is kept safe and secure, and is not accessible to anyone else.



To protect our volunteers' privacy, please follow these steps:

- 1 When emailing multiple people regarding an upcoming event, always use the Blind Carbon Copy (BCC) field when sending a note.
- 2 Ensure that volunteer contact information is not shared with others, and that it is not accessible to others.
- 3 Do not send the World Vision volunteer contact list to any personal email addresses.

PLANNING EVENTS

As a Community Outreach Volunteer, you're not only sharing your time and talents with one of the world's most impactful organizations for good. You're also investing in your community, getting connected with passionate, like-minded people, and you'll have a ton of fun in the process!

The first step is zeroing in on the type of gatherings you believe will work in your area. We're big fans of film screenings, round-table chats, coffee tastings, potlucks and even volunteering locally at places like food banks. But we're open to suggestions when it comes to the meet-up styles best suited to your local volunteers.

From there, you'll choose the location and day/time most convenient to host the event. We'll provide contact information for volunteers in your area while also happily covering the cost of the gathering with appropriate gift cards.



Here's a step-by-step breakdown regarding what's involved when hosting an event:

- 1** Get in touch with your regional volunteer coordinator to discuss your idea(s) for an event.
- 2** Once you've discussed and received approval for your event, confirm the date/time and initial plan for the event in a shared document. (We'll provide a link to this to help keep you organized.)
- 3** Your regional coordinator will send you a gift card to cover the costs of your gathering.
- 4** Use our provided contact list to invite local volunteers to join in, and encourage them to invite people who are passionate about helping vulnerable children and families!
- 5** Begin planning your event by making reservations, if needed. Buy any necessary supplies (think: decorations, cutlery, etc.) and remember to keep the receipts for any items you purchase.
- 6** Fill out your post-event evaluation and submit it to your volunteer coordinator, along with a scanned copy of all of your receipts. Be sure to pay specific attention to any learnings or concerns that arose from the event and, of course, don't forget to include the highlights!

SPECIAL EVENTS AND CAMPAIGN SUPPORT

As a Community Outreach Volunteer, you'll attend and contribute to World Vision special events and campaigns happening within your community.

Special events and campaigns can include, but are not limited to, Stars on Ice and Harlem Globetrotter tours, World Vision's annual Volunteer Appreciation Week and initiatives promoting our Gift Catalogue.

Events

- 1 When attending a World Vision event as a COV, you'll need to arrive early to meet with the assigned World Vision representative to learn any last-minute details before the event begins.
- 2 After meeting with the representative, it's important that you're available to greet and welcome volunteers. Introducing volunteers to each other and ensuring they feel comfortable and confident in their role at events is a crucial part of the COV role.
- 3 When participating in an event without a World Vision representative in attendance, COVs should arrive early to help set up the station and ensure the logistics of the event are ready for when volunteers arrive for the event.

Campaigns

World Vision COVs can help boost volunteer engagement for national campaigns in the following ways:

-  Share the impact of World Vision's work with other passionate world-changers via social media posts.
-  Sign and circulate World Vision petitions that call for the end of injustices faced by vulnerable children and families around the world.
-  Focus on helping local volunteers stay engaged with campaigns in between events. Being involved in campaigns such as the 30 Hour Famine or hosting a World Vision Gift Catalogue fundraiser is a great way to build connections and camaraderie within the group.



Training Sessions

To ensure volunteers have access to World Vision's current updates and initiatives, COVs will help support local volunteers by:

- Providing ongoing training sessions (that can be worked into your outreach events) related to key World Vision programs, including Child Sponsorship, Raw Hope, and Advocacy initiatives like No Child for Sale and 1000 Day Journey.
- Being available for volunteers who have questions about our work and the training provided.

Your World Vision Volunteer Coordinator will always be available to help with the tough questions, and of course will be here to train you on all of this material first!