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# **INFOPACK & REGULATIONS**

**(short version)**

## **YOU HAVE ORGANIZED A PROJECT BEFORE**

## **2024 - ENG**



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## 1. Guide to set up a successful project (short version)

**Step 1:** Ask the following questions:

- What would you like to achieve?
- What does the organization consider to be important?
- What would be fun for the target group?
- What would be fun for the volunteers?
- Is specific expertise needed?
- Is it achievable and executable?

**Step 2:** Make the following considerations:

- Can it be achieved in 1 or 2 days?
- Will it motivate the volunteer to give a helping hand or touch their heart?
- How many volunteers are needed to reach the goal?

**Step 3:** Create a list of which materials, goods, or means will be needed to carry out the project.

**Step 4:** Work out a feasible and realistic budget. For more info, see the sample list of required materials and sample budget in DOWNLOADS on our website.

If financial support from the Oranje Fonds is desired, make sure that the application is submitted on time (see calendar at the bottom and in DOWNLOADS)!

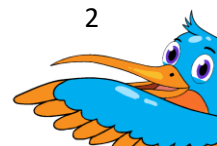
**Step 5:** Work out an action- and task plan (draaiboek) for the period leading up to Aruba Doet, as one for the Aruba Doet day itself.

**Step 6:** Think about what partners you could approach to help with certain parts, materials, or supplies for the project.

- Are there partners that could provide goods at an affordable price?
- Is specific expertise needed? If so, who/what can provide it? Voluntarily?
- Which organizations could support the project?

**Step 7:** Take advantage of opportunities to promote your project and raise awareness. Use your network, the press, social media, etc., to draw attention to the project.

**Step 8:** Work with your Aruba Doet coordinator. He/she will be appointed by the Aruba Doet team and will contact you in January or beginning of February for a first meeting. Notify him/her if there are any changes and get in touch if you need help.



## 2. Financial Support

The financial support for an activity/project

Small	5-9 volunteers	AWG 300-800	max. AWG 150 for F&B)
Big	10 or more volunteers	AWG 1.100	max. AWG 250 for F&B)

### Request financial support

1. The application form on the Aruba Doet website is filled in.
2. The organization is a foundation, an association, or a school with its own bank account.
3. There is a maximum of 1 allocation per activity/project location, an organization that has an activity/project at more than one location will therefore need to apply for each one of them.
4. The work will take place on the 15<sup>th</sup> or 16<sup>th</sup> of March 2024.
5. Funding request is made by the organization where the activity/project will take place, NOT by the volunteering organization.
6. The project is located at a social organization; they cannot be at other locations like private homes. E.g., a picnic table must be made on location, not in a carpenter's shop.
7. The activity/project is within the nature of Aruba Doet: It focuses on encouraging people to become volunteers, while simultaneously benefitting the organizations. At least half of the volunteers participating in each project must **NOT** yet be involved in the organization.

*NOTE: Activities/projects targeting vulnerable people (elderly or people with physical disabilities) may be done solely by your volunteers.*

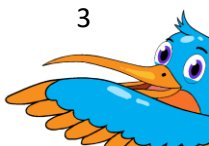
8. The financial support is for:
  - Consumables and rough DIY such as paint, paint supplies, wood, wire mesh and posts for fences, cleaning products, trees and shrubs, small hardware, cleaning products, etc.
  - Rental of large tools or aids such as ladders, high-pressure cleaners, excavators, shovels, etc.
  - For social activities/projects: the costs for transport, purchase of admission tickets or costs for a festive meal for people with a physical or mental disability.
  - Food and drinks for the volunteers, maximum AWG 150 (small projects) or (AWG 250 for large projects).

### Only for institutions/organizations that will organize a project for physically or mentally disabled people:

- Costs for an excursion such as bus rental, entrance fees, etc.
- Fees for artists, such as clowns and singers, or hairdressers, stylists, make-up artists as to make it a (mid) day full of pampering: maximum AWG 600.
- If your activity consists of high tea, breakfast, lunch, etc., you may spend the complete amount received on food and drinks.

### What we will not reimburse:

- Activities/project or organizations that do not meet all criteria;
- The purchase of tools or consumables;
- Costs to thank or put in the limelight of new or existing volunteers;
- Material to decorate the venue and the costs for printing or promotional material.
- Prizes for bingo or other games or promotions.



### 3. Checklist – tick off whatever is done

#### November - December: project preparation

- ☐ Read the INFO PACK completely for the latest updates. There is a short version and a long version. Download it from the website.
- ☐ Brainstorming possible projects.
- ☐ Make an inventory of the required number of volunteers and their necessary skills.
- ☐ Make an inventory of the materials needed and make a list.
- ☐ Prepare budget.
- ☐ Register your project/activity on the website, [arubadoet.com](http://arubadoet.com)
- ☐ **(Early Doeti deadline: Tuesday December 12, 2023)**
- ☐ If financial support is needed: complete financial petition.
- ☐ (Early Doeti financial application deadline is January 10, 2024)

#### January - March – recruit volunteers

- ☐ **Final deadline for project registration and financial application is January 22, 2024**
- ☐ Approach new volunteers via newspapers, Facebook, schools, etc.
- ☐ When a volunteer registers, let him/her know that the registration has been received and that he/she will receive more information as soon as possible, but not later than the first week of March/ For more info: Download: Coordinating volunteers.
- ☐ Approach sponsors for catering (supermarket, bakery, snack, restaurants etc.) (optional)
- ☐ Invite a local celebrity to join your project (optional).
- ☐ Send a press release to local media and invite journalists (optional).
- ☐ Make a shopping list.
- ☐ Make a clear overview of what needs to be done for the project: the final result and the steps to be taken to reach the result must be clear to everyone.
- ☐ Agree who of your team will be present AT ALL TIME on the Aruba Doet day and who will be responsible for which tasks.
- ☐ A meeting with your Aruba Doet coordinator must have taken place before **February 5**. If this is not the case, report it to the Aruba Doet team.

## NEW THIS YEAR!

#### Between February 2 to 14, 2024 – Coaches Meet Up & pre party with the Aruba Doet team

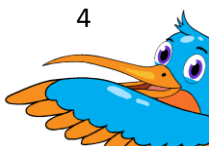
- ☐ All **coaches** will be invited for an “Aruba Doet instruction workshop & pre party” that suits your organization the most. **This is an obligatory event.**

#### Saturday February 24, 2024 - material pick up day

- ☐ Invitation with the time & location will follow.

#### Week of February 26 – March 2 → make everything ready for project and location

- ☐ Send an enthusiastic message to the registered volunteers – explain the program and specify what clothing, materials, etc. volunteers should bring themselves (more info: DOWNLOADS: Coordinating volunteers).
- ☐ Create a registration list for volunteers (name, phone number and email address) (to be found in DOWNLOADS).
- ☐ Buy supplies.



- ☐ Hang the Aruba Doet banner/flag visibly at the location where the project is. Preferably this week, but no later than March 4, 2024!
- ☐ If you are still looking for more than 50% of your volunteers, contact your Aruba Doet coordinator or the Aruba Doet team.

### **March 11 & March 12, 2024– last details**

- ☐ Prepare a Facebook post or press release with information about the activity/project or if you are still looking for volunteers.
- ☐ Check catering (has catering been arranged?)

### **March 14, 2024 – 1 day before the big day**

- ☐ Decorate the location.
- ☐ Put up signs to indicate toilets, coffee/tea, first aid, etc.
- ☐ Prepare registration list.
- ☐ Send out a last reminder to volunteers via email or WhatsApp.

### **Friday March 15 & Saturday 16, 2024 – going live! 1 hour before the project kicks off**

- ☐ Put on your Aruba Doet T-shirt.
- ☐ Prepare set up for drinks, snacks, etc.
- ☐ Brief your own volunteers/staff.
- ☐ Put out materials and supplies needed for the project.

### **Showtime!**

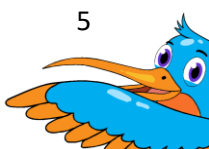
- ☐ Hand out the Aruba Doet t-shirts to the volunteers.
- ☐ Briefly explain the program and the desired outcome for the day.
- ☐ Check off/fill out the registration list: Ask the name, email address and telephone number of participants who had not yet given it and/or check the already existing data.

### **At the end of the project**

- ☐ Thank your volunteers and invite them to stay a bit longer to exchange experiences.
- ☐ Ask volunteers to complete the survey (they can win great prizes). Survey is sent digitally via WhatsApp but can also be found on the Facebook page of Aruba Doet.
- ☐ Ask your volunteers to post pictures on social media if possible.

### **In the week after the project (deadline is March 29, 2024)**

- ☐ Send out a press release or post a message on social media.
- ☐ Send a warm thank you message with a photo to all those involved.
- ☐ Ask again if they can complete the survey (send the link).
- ☐ Return the banners/flags at CEDE Aruba.
- ☐ Download “Financial result” (on the website under DOWNLOADS).
- ☐ Send your financial report with receipts (digital or hard copy).
- ☐ Send registration list with data volunteers (name, mail, Tel no) to Aruba Doet team.
- ☐ Fill out the digital evaluation form. The one for the COACH, not the VOLUNTEER
- ☐ Send 3 of your best pictures through mail to arubadoet@cedearuba.org
- ☐ (think about happy faces, logo Aruba Doet visible, result of the activity/project)



## 4. Calendar

Month of	Nov & Dec	2023	Prepare a new project for Aruba Doet
Tuesday	Dec 12	2023	Early Doeti Deadline
Wednesday	Jan 10	2024	Deadline financial petition for Early Doetis
Monday	Jan 22	2024	Final deadline project registration including financial petition
Monday	Feb 5	2024	Deadline 1st contact moment with your coordinator
Friday	Feb 23	2024	Deadline money-transfer CEDE Aruba
Saturday	Feb 24	2024	Material pick-up day
Sunday	Mar 10	2024	Last day to contact volunteers with information about the project
Thursday	Mar 14	2024	Send enthusiast message to volunteers
Friday	Mar 15	2024	Aruba Doet weekend
Saturday	Mar 16	2024	Aruba Doet weekend
Friday	Mar 29	2024	Deadline for financial results & return promo materials (flag)

### Was this info pack too brief?

Go to our website [www.arubadoet.com](http://www.arubadoet.com) for the complete version under “TIPS, FAQS & DOWNLOADS,” and in addition to the most frequently asked questions (FAQS = Frequently asked questions), you can individually download the following documents:

- 0.ENG General information
- 1.ENG Info pack, short version
- 2.ENG Info pack, complete version
- 3.ENG Detailed step-by-step plan to set up a project
- 4.ENG Ideas for a project
- 5.ENG Request financial support
- 6.ENG List required supplies (example)
- 7.ENG Budget (example)
- 8.ENG Coordinating volunteers
- 9.ENG Checklist
- 10.ENG Calendar
- 11.ENG Financial result (to be used after Aruba Doet)

