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INFOPACK & REGULATIONS

(complete version)

BEGINNER

2024 - ENG



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1. Detailed step-by-step plan to set up a project

This toolkit provides practical support and a step-by-step plan to get started with your activity/project. The tips and tricks in this toolkit will help you work out your project/activity from beginning to end.

What makes an activity or project successful?

To ensure that your project during Aruba Doet goes well and is a success, it should be clear what you want to achieve. Consider what is important to your organization and which project could be realized and would be executable. After that, you plan how to involve volunteers and partners in the best way. An Aruba Doet project has a clear beginning and a clear end!

The 7 Most Important Steps

Step 1: Make an inventory of the project you want to do during Aruba Doet, think about the target group and/or surroundings and discuss with your board or colleagues which would be the best practical option. An analysis of your organization is important. It makes it clear whether the organization can realize the intended project or activity or not.

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: Analyze in which way you would want your volunteers to be placed and in which way they can best be involved during Aruba Doet; there are numerous options.

Make the following considerations:

- What is the scope and the nature of the project? Can it be achieved in 1 or 2 days?
- Is it a project/activity that motivates the volunteer to give a helping hand or touches their heart?
- How many volunteers are needed to reach the goal?
- What do I want to tell the volunteers about my organization?

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

Step 4: Prepare an executable and realistic budget. Visit suppliers and make an inventory of the cost of the needed materials, goods, and/or supplies to achieve the job and make an overview (see sample of the list of necessary supplies and of the budget form on page 7).

In case that financial assistance from Oranje Fonds is required, please make sure to fill the financial application form on time (see calendar in DOWNLOADS).



NOTE: If the budget exceeds the financial resource availability, now is the time to adjust the project or change your project idea.

Step 5: Work out an action- and task plan for the period leading up to Aruba Doet, as one for the Aruba Doet day itself and make a protocol.

After making an inventory, it is important to prepare a project plan and a timetable that states clearly what actions are required, when and who will perform them. Ask yourself the following questions:

- Which steps should be taken?
- Who is going to take certain steps?
- Which preparations are needed?
- Is it realistic/achievable?

*NOTE: In case the project will not be executable, now is the time to adjust the project or change the project idea. **NOTE: Print out our checklist and follow all the steps.***

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?
- Which organizations could support the project?
- Are there volunteers with specific qualifications needed for the project to succeed?

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. Think about –for example- the following questions:

- Who should be informed about the project?
- Who/what can offer support to our project?
- What can I as an organization do to put our partners and volunteers in the spotlight?

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



2. Funding Sources

There are three different funding sources:

- **Oranje Fonds:** every foundation, sports association, care institute, or school can apply for financial support up to AWG 1.100, provided the application meets the conditions and the budget has not yet been exhausted. The financial support for an activity/project.
 - Small activity 5-9 volunteers AWG 300-800 (max. AWG 150 for F&B)
 - Big activity 10 or more volunteers AWG 1.100 (max. AWG 250 for r F&B)

The requirements are found on our website www.arubadoet.com, as well as in point 3 of this info pack.

- **Companies/sponsors/donors:** social organizations can approach companies who can help them with materials etc. during Aruba Doet.
- **Own funding:** your own contribution may be necessary to realize the project.

Request Requirements Financial Support

1. The application form on the Aruba Doet website is COMPLETELY 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 activity/project will take place during Aruba Doet weekend **15th & 16th 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 benefiting 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. List required materials (example)

Below is an example of a list of supplies. The necessary materials needed for your project may differ from the example below.

Materials	Number	Estimated cost	Potential suppliers
Gloves			
Garbage bags			
Brushes/rollers			
Paint			
To rent garden tools (spud, rake, shovel etc.)			
Ladder/stair			
Rent tools (hammer, saw, drill, etc.)			
Timber			
Screws/nails/bolts/nuts			
Drinks, water, ice			
Food: sandwiches, snacks			
Fruit			
To borrow a cooler			
Medic first aid kit: bandage, gauze, tape, etc.			



4. Budget (example)

Below an example of a budget (available under DOWNLOADS on the Aruba Doet website).

Description	Estimated cost	Actual cost
Material		
Timber		
Screws/nails/bolts/nuts		
Paint		
Brushes/rollers		
Rent tools (hammer, saw, drill, ladder etc.)		
Gloves		
Garbage bags		
Food & beverage	(Max. AWG 150, -)	(Max AWG 250-large project)
Drinks (water, juice, etc.)		
Food (sandwiches, snacks etc.)		
Rent materials		
High pressure washer		
Total cost in AWG.		

Revenues	Estimated revenues	Actual revenues
Own funding		
Financial support Oranje Fonds		
Sponsors		
Total revenue in AWG.		

Closing balance in AWG. (total revenues -/- total cost)		
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5.Coordinating Volunteers

Before Aruba Doet

After registration of an individual volunteer or a group of volunteers the participating organization will receive confirmation via email. Contact the individual volunteer/ group and:

- Thank the volunteers for their registration and indicate when you will contact the volunteer/group again.
- Check if the given phone number is correct and ask for a backup phone number
- If so wished, ask the contact person of the group for the email addresses of the other group members so that they can be informed directly, or ask for a backup contact person and his/her information.
- If specific skills are needed for the activity/project, check if the volunteer has these skills.

No later than one week before Aruba Doet you will send a reminder with extra supplementary information. For example, containing a more detailed explanation of the activity/project with, if possible, some pictures, explaining which clothes are suitable for the project and which tools volunteers can possibly bring themselves (such as a chapi, trimmer, shovel etc.). Also underline again when, where and what time the project starts. You can also add directions.

One day prior to the project you will mail or WhatsApp your volunteers one last reminder of the place and time and mention you are looking forward it.

Aruba Doet: briefing of the volunteers

- Volunteers are expected at the agreed time and location and upon arrival will complete the intake list. They will receive their shirt and any other promotional material.
- Explain briefly what your organization does and emphasize the goal of Aruba Doet, namely, to bring people together, to give a helping hand to those in need and to have fun. Aruba Doet underlines the importance of volunteerism and puts volunteers in the spotlight.
- Give a short briefing and go over the schedule with the volunteers and other members. Make sure you also mention the breaks with snacks and drinks. Explain clearly and distinctly what needs to be done, create a layout, appoint who is responsible for what and explain one more time the desired result. Explain why this result is so important!
- Hand out the materials and let it be known that everything should be left clean and tidy afterward. Materials are to be returned to the organization when the project is finished.
- Discuss the safety rules and make sure the volunteers know what to do or whom to warn in case of an accident (small or big).



Distribution of the volunteers

- The project coach (responsible for the project) will divide the tasks amongst the volunteers to make sure that the work gets done efficiently.
- The project coach will monitor the material and project progress and redistribute work if needed. If materials are missing during the project, the project coach will send somebody to get these, so that he-/she can stay present.
- Ensure that the project coach is recognizable and is available by phone.

Basic point of view

- The Food & Beverage coach ensures that food/drinks are well stocked and that it is clear for the volunteers where they can have something to drink/eat.
- The F&B coach ensures that everything is ready at the start and at mid-term breaks. Breaks are important to have a rest, drink and have fun.



6. Checklist

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
- ☐ **(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 Monday 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 and 14, 2024 – Coaches meet up 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, 2024 → 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 job)



7. 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)

Separate documents – easy for print outs

Go to www.arubadoet.com and click: "TIPS, FAQS & DOWNLOADS."

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)

