



## 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 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 job 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)