



Checklist – Tick off whatever is done

January – February: 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 February 11, 2025)**
- If financial support is needed: complete financial petition.
- (Early Doeti financial application deadline is February 24, 2025)

March – April: recruit volunteers

- Final deadline for project registration and financial application is March 26, 2025.**
- 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 **April 14**. If this is not the case, report it to the Aruba Doet team.

NEW THIS YEAR!

January – May 2025 – Coach meet up & workshop with the Aruba Doet team

- All **project coaches** are invited to attend a variety of "Aruba Doet workshops" tailored to support their projects, as well as a coach meet-up. **Attendance at the coach meet-up is mandatory for first time project coach.**

Between April 28 to May 2, 2025 – Material pick up week

- The material pickup will be extended from a single day to a full week. A form will be sent to you so you can select a date and time that suits you.

Week of May 5 – May 10, 2025 → 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 May 10, 2025!
- If you are still looking for more than 50% of your volunteers, contact your Aruba Doet coordinator or the Aruba Doet team.

May 13 & May 14, 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?)

May 15, 2025 - 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 May 16 & Saturday 17, 2025: 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 May 30, 2025)

- 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)