

# AGENDA

This checklist guides you step by step for Aruba DOET 2026  
—monthly tasks, event-day focus, and wrap-up.

Follow it to keep volunteers informed,  
reduce stress and make your project a success.

**Remember:**  
Clear communication and good preparation  
are the keys to a smooth Aruba DOET experience!

## January – Early Planning

### Kick-off & project idea

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12 Finish reading Info Pack
- Brainstorm project ideas
- List required volunteer skills & numbers
- List needed materials + draft budget
- Project description in Papiamentu, English and Dutch
- Register on [arubadoet.com](http://arubadoet.com) → Early Doeti deadline: **Feb 3**
- Watch info videos on Aruba DOET [YouTube](#)
- Check workshops (brainstorm, finance, Kooyman, etc.)

## February – Secure Funding

### Finalize plan & finance

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 3 Early DOETI project deadline:
- 24 Early DOETI financial application (if needed)
- Send “Before” photo to Team Aruba DOET (if applicable)
- Attend Coach Meet-Up (mandatory for new coaches)
- Check for workshops; brainstorm, finance, Kooyman, etc.
- Weekly Check Aruba DOET WhatsApp for updates

## March – Recruit Volunteers

### Build your team

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- 19 Final registration/finance deadline
- Promote via schools, Facebook, newspapers, etc.
- Confirm volunteer sign-ups and reply by early March
- Check for workshops; brainstorm, finance, Kooyman, etc.
- Weekly Check Aruba Doet WhatsApp for updates and reminders.

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## April – Prep & Resources

### Lock details & materials

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- 6 First contact moment with DOET coordinator (will be before this date, please report if missed)
- 30 Second contact moment with DOET coordinator (will be before this date, please report if missed)
- 30 Project funding send to participating organizations

- Make shopping list & overview of steps/results (**save receipts**)
- Approach sponsors for catering (supermarkets, bakeries, restaurants)
- Invite a local celebrity or influencer (tip)
- Send press release / invite journalist (tip)
- Organize material pick-up schedule
- Assign team member to always stay on site

### DOET coordinator contact moment

Forms of contact:  
**Phone call**  
**Video call**  
**In-person visit**  
**Site visit**

## Early May (Apr 28–May 10)

### Final setup & comments

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Send info to volunteers:  
**program, clothing, items to bring**
- 11 Hang **Aruba DOET banner/flag** at project site
- 11 Make **volunteer list** (name, phone, email)
- Buy supplies & confirm catering  
**save receipts** → **BUDGET tab**
- Missing volunteers?

Contact coordinator & Team Aruba

DOET

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## Mid-May (Week of May 5–10)

### Double-check everything

- 10 Final contact moment with DOET coordinator before Aruba DOET days (will be before this date, please report if missed)
- Post final project info or volunteer call on Facebook / send press release
- Prepare signs (toilets, snack table, first aid)
- Remind volunteers via call/WhatsApp about clothing, materials, and what to bring
- Confirm start and end times with everyone
- Share dress code: sneakers, hat, high socks, small bag (based on location)
- Have a safety plan: exits, first aid, emergency contacts

## Aruba DOET Event Days

Friday May 15 & Saturday May 16, 2026

### Before kickoff

- Put on Aruba DOET T-shirt
- Set up drinks/snack table & hydration station
- Lay out materials & supplies

### Showtime

- Welcome volunteers & hand out T-shirts
- Explain goal, tasks per person & desired outcome
- Check the registration list & collect missing details

### Wrap-up (same day)

- Thank volunteers, invite them to share experiences
- Remind them to complete the evaluation form (QR code on badge)
- Encourage social-media photos with Aruba DOET logo visible

### After the Project (by May 30, 2026)

- Send a warm thank-you message with a photo to all involved
- Post press release or social-media recap
- Ask volunteers again to complete the survey → Scan QR-code behind coach badge
- Return banners/flags and name badges to CEDE ARUBA
- Send financial report + receipts (digital or hard copy) → **BUDGET tab**
- Email registration list (name, email, phone) to Aruba DOET team
- Submit coach digital evaluation form (not volunteer form)

### Extra Tips

**Role clarity:** Assign a backup for every key task in case someone is late or sick.

Think of extra tasks if more people than expected show up.

**Communication:** Use WhatsApp broadcast for updates.

**Volunteer comfort:** Provide sunscreen, water & shade outdoors.

## June

### Final setup & comments

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

- 1 Send after photo to Team Aruba DOET
- 1 Email 6-8 best photos to [arubadoet@cedearuba.org](mailto:arubadoet@cedearuba.org) or to Aruba DOET WhatsApp (happy faces, logo, project result)