

ARUBA DOET TOOLKIT

Address: Beatrixstraat 8
Oranjestad, Aruba

T +297 582-7666

F +297 583-9076

info.arubadoet@gmail.com

www.arubadoet.com

facebook.com/ARUBADOET

1. Ideas for ARUBA DOET project (social activity/job)
2. Steps to set up a project (social activity/job)
3. Funding sources
4. List of supplies (example)
5. Budget (example)
6. Checklist ARUBA DOET
7. Coordination of the volunteers



Haci bon, pasa bon!

Oranje Fonds
voor sociale initiatieven

CEDE
Centro pa
Desaroyo



1. Ideas for ARUBA DOET project (social activity/job)

ARUBA DOET mobilizes many volunteers to make a positive difference for your organization in the course of one day. Be creative, note what needs to be done and what you would like to achieve in your organization. Be inspired by the following suggestions:

- Organizing activities for kids
- Organizing activities for the elderly
- Organizing activities for people with a limitation
- Organizing activities for those who are in need...
- Organizing activities for clients/residents of a care institution
- Clear administrative backlog
- Organize a beach clean-up
- Invite a celebrity to participate in a fun day
- Move, meditate (yoga, pilates) or exercise (gymnastics, zumba) with...
- Bake cake or cupcakes for...
- Organize a dance, music or theatre performance...
- Organize a dance marathon or lesson (salsa, folk) for...
- Animal/pet care
- Paint
- Organize a workshop for...
- Do a spring cleaning
- Organize a clothing, book or toy donation drive
- Do outdoor odd jobs / maintenance
- Cook with, for or at....
- Create art with or for...
- Organize walks or hikes
- Spruce up a canteen of the sports club/community center
- Organize a food festival (soup, pastechi, sandwiches, pancakes etc.)
- Garden maintenance
- Renovate or build a playground
- Organize a sports clinic (football, baseball etc.) for...
- Give or coordinate arts & crafts classes
- Gardening together with clients
- Go for lunch with elderly.
- Organize a high tea
- Tell or read stories to...
- Organize an enjoyable day for a target group of your choice

And of course:

- Organize activities that will attract new volunteers to join us!



2. Steps to set up a project (social activity/job)

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

What makes an activity or project successful?

To ensure that your project during ARUBA DOET goes well and will succeed, it should be explicit and clear what you want to achieve. First, it is important reconsider what is important to your organization and which project could be realized and would be executable. After that you can reconsider how involve volunteers and partners in the best way. An ARUBA DOET project has a clear beginning and a clear end!

The most important 7 steps

Step 1: Enumerate first well which project you want to do during ARUBA DOET: think about the target group and/or environment and discuss with your board and/or colleagues what would be the best practicable option. An analysis of your organization is important. It makes it clear whether or not the organization is capable to realize the intended project or activity.

Ask the following questions:

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

Step 2: Analyze how you would like to involve during ARUBA DOET and which project can best be done by volunteers; there are numerous options.

Make the following considerations:

- What are the scope and the nature of the project?
- Is it a job/activity that motivates the volunteer to give a helping hand and/or that touches the heart of the volunteer?
- How many volunteers are needed to reach the goal?
- What do I want to tell the volunteers about my organization?

Step 3: Create a list which materials, goods and/or means will be needed in order to carry out the project.



Step 4: Work out a feasible and realistic budget. Make an inventory at suppliers of the cost of materials, goods and/or means which are necessary to achieve the job and make a statement (see sample list of necessities and budget). If financial assistance from Oranje Fonds is required, fill in the application form and hand it in before December 20th, 2018.

NOTE If the budget exceeds the financial possibilities it is now the time to adjust the project or change your project idea.

Step 5: Work out a plan of action and a division of labor both in the period leading up to as on the ARUBA DOET day itself and work out a detailed schedule. After an inventory of what is needed, it is important to create a project plan and time schedule which clearly states what actions are required, and when and who is going to perform the required steps. Ask yourself the following questions:

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

NOTE Should now show that the project is not feasible it is now the time to adjust the project or change the project idea.

Step 6: Think what partners you could access to help with certain parts, materials and/or resources for the project.

- Are there partners that could provide goods at an affordable price?
- Is a specific expertise needed? If so, who can give?
- Which organizations could support the project?
- Are there specific groups of volunteers/volunteers with specific qualifications needed to support the project?

Step 7: Take advantage of the opportunities to promote your project and to raise awareness. Use your own network, the press, social media, etc. in order to draw attention to the project. Think about –for example- the following questions

- Who should be informed about the project?
- Who/what can support our project?
- What extra effort can I do to give extra attention to our partners and volunteers?



3. Funding sources

For ARUBA DOET there will be three different funding sources: Oranje Fonds, companies/sponsors or the financial resources of the participating organization.

Oranje Fonds: every foundation, sports association, care institute or school can apply for financial support up to AWG. 1100 -, provided the application meets the requirements. The requirements can be found on our website www.arubadoet.com

NOTE: funding is provided on a first come first serve basis, so please send in your paperwork early!

Companies/sponsors: participants of ARUBA DOET can approach companies/sponsors with the request to help them with materials, resources etc. to realize their project.

Own funding/financial resources of the participating organization: if necessary the participating organization itself will have to give financial support to the project.



4. List of supplies (example)

Below you will find 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 borrow 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.			



5. Budget (example)

Below you will find a budget example. The cost of your project and income may differ from the example below.

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		
Drinks (water, juice, etc.)		
Food (sandwiches, snacks etc.)		
Total cost in AWG.		

Revenues	Estimated revenues	Actual revenues
Own funding		
Financial support Oranje Fonds		
Companies/sponsors/donations		
Total revenue in AWG.		

Closing balance in AWG. (total revenues -/- total cost)		
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6. Checklist ARUBA DOET

Tick off the items on this list to make your project a success

November - December 20, 2018: project preparation

- Identify potential projects
- Agree who will become the coordinators (and their back up)
- Make an inventory of the required number of volunteers and their necessary skills
- Make an inventory of the materials needed and make a list
- Search the cost of the project and work out the budget needed
- Register your project / activity on the website, www.arubadoet.com
- If financial support is needed: fill in the application form from the Oranje Fonds

January/February/March 2019 – recruit volunteers

- Reach out to volunteers via newspapers, Facebook, schools etc.
- Upon notification of the registration of a volunteer let the volunteer know that the notification has been received and that the volunteer will receive as soon as possible (but not later than the first week of March) more information about the project
- Try to find a sponsor for the catering: supermarket, bakery, snack, minimarket, etc.
- Invite a local celebrity to join your project
- Send a press release to local media and invite journalists
- Make list of supplies needed and shopping to be done
- Make a clear overview of what needs to be done: the final result and the steps to be taken to reach the result have to be clear to everyone: other members and volunteers
- Agree who of the organizing parties/staff will be present on the ARUBA DOET day and make sure everyone understands what he/she will be doing
- Ensure that one of the organizing parties/staff is on stand-by in case the contact person is unable to make it

Saturday February 16, 2019

- Visit CEDE Aruba's office and receive your promotional materials, t-shirts, financial support etc. (we will send an invitation as well).
- Hang the ARUBA DOET banner at the location where the project will take place: do this immediately after receiving the promotion materials and no later than February 22nd, 2018!



March 4 - March 8, 2019 – make everything ready for project and location

- Send a condensed and enthusiastic program to the registered volunteers - should and specify what clothing, materials etc. volunteers should bring themselves
- Create a registration list for volunteers to fill out on the day of the project (name, phone number and email address)
- Buy supplies

March 11- March 14, 2019 – dot the i's and cross the t's

- Prepare Facebook post or press release to be published upon completion
- Check catering: has catering been arranged?

March 14, 2019 – 1 day before the big day

- Decorate the location, lay out promotional material of the organization to distribute to the volunteers
- Put up signs to indicate toilets, coffee / tea, first aid etc.
- Send out a last reminder: mail/sms/app to volunteers

Friday 15th & Saturday 16th of March, 2019 – going live!

1 hour before the project kicks off

- Put on your ARUBA DOET t-shirt
- Make coffee/tea; put out drinks and snacks etc.
- Brief your own volunteers/staff
- Put out materials and supplies needed for the project

Showtime!

- Hand out the ARUBA DOET t-shirts
- Briefly explain the program and the desired outcome for the day
- Ask all participants to fill out their details on your prepared list if they haven't done so already

The End

- Thank your volunteers and invite them to stay a bit longer for a drink and to exchange experiences
- Ask your volunteers to post pictures on social media (if they possess)
- Hand out the evaluation form to your participants, have them fill it out and return it on the spot

In the week after the project

- Send out a press release and post a message on social media
- Send a warm thank-you message with a photo to all those involved
- Return the ARUBA DOET banners and your evaluation forms to CEDE Aruba



7. Coordination of the volunteers

Prior to ARUBA DOET

After registration of an individual volunteer or a group of volunteers the participating organization will receive a confirmation via mail on the mail address used. Upon receipt of this confirmation the contact person of the organization is asked to confirm the registration by contacting the individual volunteer/group. Please:

- thank the volunteer for their registration and indicate when you will contact the volunteer/group again
- check the phone number and ask for a backup phone number
- ask -if desired- the contact person of the group about the mail addresses of the other group members to be able to inform them directly, or ask for a back up
- if specific skills are needed for the job ask the volunteer whether the volunteer possesses these skills

No later than one week before ARUBA DOET you will send a reminder with additional supplementary information. For example, a detailed explanation of activity/job with if possible some pictures, explain which clothes are suitable for the job, which tools volunteers are expected to bring themselves (such as a chapi, trimmer, shovel etc.). Furthermore, again underline when, where and what time the project starts. You can also add directions.

One day prior for the project you will mail/text/app your volunteers one last reminder of the place and time and of course you mention you are looking forward to ARUBA DOET and their participation.

ARUBA DOET: briefing of the volunteers

- Volunteers are expected at the agreed time and place and complete upon arrival the intake list. They will also receive their ARUBA DOET shirt and any other promotional materials
- Explain briefly what your organization does and emphasize the goal of ARUBA DOET: namely bringing people together, giving a helping hand and have fun together. ARUBA DOET underlines the importance of volunteerism and will put volunteers in the spotlights
- Give a short briefing and go over the schedule with the volunteers and other members, make sure you also mention the pauses with snacks and drinks. Explain clearly and distinctly what needs to be done, create a layout, explain the desired result and explain who is in charge. And don't forget to explain why this result is so important!



- Divide the materials. Also underline that everything should be left clean and tidy afterwards. Materials should be returned to the organization if the project is done
- Discuss the safety rules and make sure the volunteers know what to do or who warn in case of a (small/large) accident

Distribution of the volunteers

- The project coordinator will divide the tasks amongst the volunteers to make sure that the work will be done efficiently
- The project coordinator will divide the materials and will monitor the progress of the project and will redistribute the work if needed. If during the project materials are missing the project coordinator ensures that these materials will be get/bought by someone else. The project coordinator will always stay present
- Ensure that the coordinator(s) are recognizable and can be reached by phone

Basic starting point

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

