



INFORMATION PACK ENGLISH

20
26



Discover the Spirit of Aruba DOET!

Become part of **Aruba's largest volunteer event**, organized by **CEDE ARUBA** in partnership with the **Oranje Fonds**, under the patronage of **King Willem-Alexander and Queen Máxima**.

Each year, during the **third weekend of May**, Aruba DOET connects thousands of volunteers with local organizations to complete meaningful projects that strengthen our community.

Beyond getting work done, Aruba DOET promotes active citizenship and supports non-profits in sustaining their missions.

Aruba DOET is proud to be part of a wider movement alongside sister events across the Dutch Kingdom.

Join us and celebrate the power of volunteerism!

This info pack has everything your organization needs to succeed—from start to finish.
Let's get started!

Hey coach!

This toolkit offers practical,
color-coded support for your project, from start to finish.

PROJECT >

Guide for defining goals, project ideas, planning, and involving volunteers.

BUDGET >

Details on acceptable expenses,
and tips for food, beverages, and rentals for financial planning.

TEAM >

Focuses on new connections, helping organizations,
and giving back through sub-teams working towards a common goal.

AGENDA >

A checklist to prepare the team, track progress, and meet deadlines.

PHOTOGRAPHY >

Tips to capture great photos that showcase your team's hard work and impact.

DIGITAL-TIPS >

Simple tips to assist with sharing information and making events run smoother.

PROJECT

BUDGET

TEAM

AGENDA

PHOTOGRAPHY

DIGITAL-TIPS

Getting Started: What Makes a Project Successful?

A successful Aruba DOET project requires a **clear, meaningful goal** that is **achievable in 1–2 days** and **enjoyable** for volunteers. **Plan to effectively involve volunteers and partners** and ensure the project has a **defined beginning and end**.

Who can apply for ARUBA DOET

Any **foundation, sports association, care institute, or school** with its own bank account is eligible to apply for financial support from **Oranje Fonds**.

Getting Started with Your Aruba DOET Project

Before diving into the planning steps, start by creating your profile on the Aruba DOET website. Begin by outlining your project details on paper—this helps you organize key information and ensure your activity is well-structured and impactful. Once everything is clear, upload it online.

The website process includes three parts:

1. Create your organization profile
2. Add your project details
3. Complete the financial request section (even if no funding is needed)

After your project is approved by Team Aruba DOET, you can begin contacting volunteers who signed up. For extra guidance, check our explainer videos on YouTube.

Step-by-Step Guide to Planning Your Project This approach ensures your activity is well-structured, clearly presented, and ready to make a positive impact for the host organization.

Step 1: Define Your Project

- Decide what you want to do, where, and who it benefits.
- The project must take place **during Aruba DOET weekend (May 15–16, 2026)**.
- Ensure the project is realistic and can be completed in 1–2 days.
- Projects must take place on the premises of a social organization. Work cannot be carried out at private homes or external workshops.
- The funding request must come from the host organization of the project, not from a volunteer group.
- Assign a project leader or coach.
- Think about what would be fun and engaging for your target group.

Step 2: Involve Volunteers

- Estimate how many volunteers you'll need.

At least 50% of volunteers must be new to the organization.

Exception: Projects for vulnerable groups (e.g., elderly or people with disabilities) may be carried out entirely by the organization's own volunteers.

- Plan meaningful and enjoyable tasks for them.
- Prepare a short message about your organization to inspire and inform volunteers.

Step 3: List of Materials & Supplies

- Make a clear inventory of everything needed for the project.
- Include tools, equipment, and any special items.

Step 4: Financials, Budget Planning

- Visit suppliers and calculate costs for materials and supplies.
- Use the budget form and supply list → **BUDGET tab**
- If needed, apply for financial support from the Oranje Fonds on time.

Step 5: Create an Action Plan

- Develop a timeline with tasks and responsibilities.
- Include preparation steps and a protocol for the Aruba DOET day.
- Ask:
What needs to be done?
Who will do it?
Is it achievable?

 **Tip: Use the Aruba DOET checklist to stay on track.** → **AGENDA tab**

Step 6: Find Partners

- Identify organizations or individuals who can help with:
- Materials or supplies
- Expertise or skills
- Affordable goods or services
- Qualified volunteers

Step 7: Promote Your Project

- Use social media, press, and your network to raise awareness.
- Highlight your partners and volunteers.
- Ask:
Who should know about the project?
Who can support it?
How can we spotlight our contributors?

All projects must align with Aruba DOET's mission:
Encourage people to volunteer.
Benefit the host or main requesting organization.

Stay Connected

Your **Aruba DOET coordinator** will be assigned by the Aruba DOET team and will contact you in **March or early April**. Keep them informed of any changes and reach out if you need help.

✦ **Note:** In a later section of this manual, we will explain the roles and responsibilities of both the **project coach** and the **Aruba DOET coordinator** in more detail.



Early DOETI vs Aruba DOET projects



Early DOETI projects are simply regular Aruba DOET projects that complete registration early! They're the same fantastic projects that will take place in May during the main Aruba DOET event.

Registering early allows the Aruba DOET team to review your project sooner and send it to Oranje Fonds for approval.

What does this mean for you?

- **Exclusive gifts:** Early DOETI projects get a golden badge, and volunteers receive an extra gift on pick-up day.
- **Faster approval:** Beat the rush and secure your spot early.
- **More time:** Get feedback and make changes with ease.
- **Funding security:** Early approval boosts your chances.
- **Better prep:** Be ready and "warmed up" for Aruba DOET in May!

Project Inspiration - Make a Difference!

Need an idea for Aruba DOET?

Explore projects that beautify our island and support vulnerable groups.

Pick one that matches your passion and skills—let's make Aruba better together!

Gardening & Sustainability Projects

- **Planter Boxes:** Build containers for gardening.
- **Compost Stations:** Promote sustainable waste management.
- **Botanical Planting:** Add native plants to the garden.
- **Park Refresh:** Landscape and paint parks.
- **Schoolyard Greening:** Beautify schools with plants and murals.
- **Rainwater Systems:** Install simple collection systems.
- **Raised Beds:** Build accessible garden plots.
- **Therapeutic Garden:** Create calming green spaces.
- **Sensory Garden:** Create a garden with textures and sounds.

Art, Beautification & DIY Projects

- **School Painting:** Refresh classrooms and fences.
- **Benches & Walls:** Repaint public seating and surfaces.
- **Art Installations:** Paint murals with local artists, youth or volunteers.
- **Art Therapy:** Organize creative healing sessions.
- **Story Bench/Table:** Build and paint a reading corner; donate books.
- **Kindness Wall:** Paint a mural with positive messages.
- **Message Stones:** Decorate stones with uplifting words.
- **Game Table:** Set up a public play table.
- **Community Murals:** Beautify walls with themed art.
- **Community Renovation:** Paint and repair community buildings.

Food & Sharing Initiatives

- **Inclusive Cooking:** Cook with people with disabilities.
- **Community Pantry:** Public shelf for sharing food, books, essentials.
- **Book Swap:** Set up a station for exchanging books.

School projects

- **Bike Safety Workshop:** Teach kids bike maintenance and safe riding.
- **Paint Playground Games:** Refresh outdoor play areas.
- **Classroom or Fence:** Repaint school walls or fences.
- **Story Recording:** Collect elders' oral histories for digital archive/podcast.
- **Community Library:** Create a lending station for students.
- **Storage Room:** Help NGOs or schools organize supplies.

Senior & Vulnerable Group Engagement

- **Senior Outing:** Host lunch or activity day for elderly residents.
- **Dance Event:** Organize music and movement for seniors.
- **Games for Seniors:** Bring games, snacks, and music to care homes.
- **Pampering Day:** Offer relaxation services for residents.
- **Mobile Book Cart:** Provide books and puzzles at elderly homes.
- **Pet Therapy:** Arrange visits with trained pets to care centers.
- **Inclusive Cooking:** Cook with people with disabilities.
- **Sensory Garden:** Build a garden with textures, scents, and sounds.
- **High Tea:** Host social events for seniors and disabled groups.
- **Digital Literacy:** Teach basic tech skills to seniors or families.

Cleanups & Environmental Action

- **Neighborhood Cleanup:** Collect trash in local areas.
- **Beach Cleanup:** Organize coastal cleanups with youth.
- **Plastic Cleanup:** Remove ocean waste from shorelines.
- **Youth-Led Cleanups:** Empower students to clean public spaces.
- **Park & Forest Cleanup:** Remove litter from natural areas.
- **Storage Room Organizing:** Help NGOs or schools tidy supplies.
- **Toy Sanitizing:** Clean and organize daycare toys.

Animal Welfare

- **Shelter Support:** Build fences and clean kennels.
- **Animal Care:** Clean and care for animals.
- **Center Assistance:** Help with feeding, cleaning, and maintenance.

Let's transform inspiration into action!

✦ Choose a project that fits your team's skills and enthusiasm.

Got a different idea?

Message Team Aruba DOET on WhatsApp (5678119) for guidance!

BUDGET and FUNDING

You can get money for your project from the following:

Oranje Fonds:

Provides up to AWG 1.100, if the application meets the conditions and the budget has not yet been exhausted.

Financial support for an activity/project.

Small projects/activities

Volunteers 5 to 9

AWG 300, - to 800, -

The amount includes a max. of **AWG 150** for food and beverages.

Big projects/activities

Volunteers 10+

AWG 1.100, -

The amount includes a max. of **AWG 250** for food and beverages.

Administration & Accountability

About 2–4 weeks before Aruba DOET, awarded contributions will be paid under reference "Aruba DOET 2026". All organizations will receive their funds by April 30th.

Companies, sponsors and donors:

Social organizations can reach out to companies for materials or support during Aruba DOET. You'll receive a list of Aruba DOET discount partners, but you're also welcome to find your own sponsors.

Own funding:

Your own contribution may be necessary to realize the project.

Financial Document Explanation

Financial overview is essential for every Aruba DOET project. It provides clarity for project leaders, coordinators, the Aruba DOET Team, and the Oranje Fonds.

How to Fill in the Financial Overview

- You can complete it in Excel or fill it in by hand and/or print it or e-mail.
- The completed overview must be submitted after the Aruba DOET weekend and no later than mid-July.

ARUBA DOET 2026		PROJECT FINANCIAL RESULTS	
1	Foundation/School/Club/CdB etc		
2	Contact person and phone number		
3	Project name		
4	Project number	#	
5	Project/Event date	DD/MM	
6	End amount of Volunteers	#	

1. Full name of organization
2. Contact person & phone number - for questions about the financial report
3. Name of the project - in case your organization has multiple projects
4. Project number - assigned by Aruba DOET
5. Official event date - Friday and/or Saturday
6. Number of volunteers present on the event day

RECEIPTS AND INVOICES					
Receipt number	Date	Business	Material or services	Category	Amount
1					
2					
3					
4					
5					
6					
7					

Categories
 F&B - Activity supplies - Rentals
 Entertainment - Transport - Repair
 Sponsored - Other

7. **Receipt Number** – Each receipt must be numbered.
See the example receipt registration **page 14** in this Info pack.
8. **Date of Purchase** – The date as shown on the receipt.
9. **Business/Company Name** – Example: Kooyman, Superfood, etc.
10. **Materials or Services** – Example: pressure washing, lumber, paint.
11. **Category** – Choose a category that makes sense, for example:
Food & Beverages (F&B), Rentals, Repair/Servicing/Tools, Materials (paint, lumber, etc.)
Sponsored items (make a note if something was donated or sponsored).
12. **Amount** – The total amount on the receipt that was spent on the Aruba DOET project. *At the bottom of the Excel sheet, the total will automatically be calculated so you can see the full amount spent on your project.*

By staying organized and following these steps,
you will save time and ensure your report is complete and accurate.

27	12					
28	13					
29	14					
30	15					
54	Total costs of this project (automatically generated) in AWG					-
55	Received from Oranje Fonds / CEDE Aruba in AWG					1,100.00
56	Budget difference and color indication in AWG					(1,100.00)

13. Add or delete more rows if needed.
14. The **total costs** are automatically calculated at the bottom of the sheet.
15. The **amount received from Oranje Fonds / CEDE ARUBA**
16. **Budget Difference** – This box shows whether funds remain:

Green = there is still money left to spend. If it remains unspent, Aruba DOET will later decide what must be returned to CEDE ARUBA.

Red = the full budget has been spent, and the project is ready for final inspection by the Aruba DOET team.

BUDGET

What We Reimburse – Aruba DOET

Each project can receive up to AWG 1,100 to cover necessary expenses. Below are guidelines on what can and cannot be purchased, plus tips for specific items. All costs must be to the project or activity. If you are in doubt, contact the Aruba DOET Team for clarification.

Acceptable Costs



Basic construction materials - Paint, painting supplies, wood, mesh and posts for fencing, trees and shrubs, small hardware, cement, screws, nails, etc.

Personal protective equipment - Safety glasses, sunblock, ear protection, gloves, dust masks for your team, etc.

Small non-electric (garden) tools - Trash pickers, rakes, hammer, brooms, hose, shovels, pruning shears, etc.

Gardening - Real plants, fertilizers, garden vitamins etc.

Food & drinks for volunteers - Up to **AWG 150** for small projects and **AWG 250** for big projects. (e.g., groceries from Superfood, Ling & Sons, Price Smart, or catering by a volunteer or restaurant).

Entertainment (clowns, musicians, artists, singers), or for hairdressers/beauticians during a "pampering day": up to **AWG 600**.

Cleaning supplies - garbage bags, gloves, etc.

BUDGET

Social activities (special projects)

Specifically for organizations supporting people with disabilities

- For a high tea or a festive meal with **socially isolated people** in the community, **the full amount can be used** (including food/ and non-alcoholic - drinks for volunteers).
- Costs for outings (transport, bus rental, entrance fees), provided these outings are not part of the organization's core activities.

Subject-to-Approval Items



Rental of tools/equipment – Large tools such as ladders, pressure washers, digging machines or other practical equipment can be rented.

Furniture and décor – Examples: cabinets, curtains and rails, carpeting, lamps and fixtures, picnic tables, curtains, cannot be bought but it can be made.

First-Aid kit's – you can buy the contents that you need for your project such as Band-Aids, gauze, tape, etc.

Project Rental Tip: Consider renting essentials like a portable toilet, a bobcat for heavy lifting, or a waste bucket (we partner with Baki Sushi) to keep your site clean and efficient. These small additions can make your project run much smoother.

Non- Acceptable Costs -What We Do Not Reimburse



Ready-made goods - Examples: cabinets, curtains and rails, carpeting, decorative lamps and fixtures, tents, etc.

Decorations (balloons, banners, party items).

Prizes for bingo, raffles, or games. (look for donations!)

Printing certificates, photos, or promotional material such as posters, banners, backdrops, etc.

Gifts- thank-you items, workshops, games or training for Costs that are not directly related to the project or activity. Try to get sponsoring for these items.

Budget Tip: Shop smart—Kooyman for materials, Superfood, Ling & Sons, or Price Smart for food. Seek sponsors or donations to boost your AWG 1,100 budget and make your project happen.

F&B – Food & Beverage tips

Keeping your volunteers energized and hydrated is key to a successful DOET day. With a little planning and creativity, you can offer thoughtful refreshments without overspending—while keeping everyone safe, satisfied, and smiling.

Hydration First

- **Skip the plastic bottles:** Borrow a water jug from neighbors or rent one and encourage people to bring their own drink thermos.
- **Buy ice** and store it in a cooler (ask around—someone likely has one!).
- **Set up a water station** with cups and maybe a few light snacks or some fruit.

Feeding Your Volunteers

- **Outsource a volunteer cook:** Ask someone to prepare sandwiches or a simple meal.
- **Catering discounts:** Reach out to local restaurants for sponsorship or reduced rates.
- **DIY breakfast station:** Offer tea, coffee, and juice - just like on a flight, keep it simple!
- **Snack ideas:** Granola bars, fruit, crackers, or mini sandwiches for energy boosts.

Budget Smart

- You **don't need to spend the full AWG 150/250** on food.
- Combine purchases with donations or sponsorship.
- **Plan ahead:** compare prices, ask for community support, and keep receipts.

Dietary Awareness

- **Ask volunteers about allergies or preferences:** Vegetarian, peanut allergy etc.
- Label food clearly to avoid confusion.

Good Vibes & Comfort

- **Bring a speaker** for music—check who has one!
- **Extension cords** help keep devices charged.
- **Shade and seating:** Set up a tent or picnic area if possible or ask volunteers to bring foldable chairs or a canopy from home. Many already have these from carnival or beach days.

Extra Suggestions

- **Reusable cups and utensils:** Eco-friendly and cost-saving.
- **Trash & recycling bins:** Keep the area clean and sorted.
- **Thank you treats:** A small sweet or drink to end the day on a high note.

Example receipt registration- end financials

Important and helpful points for the registration of your project receipts:



1. Tape receipts at the top and bottom (not over the ink).
2. Ensure the store name is clearly visible.
3. Include company details (on receipt or with a stamp).
4. Add a note for unclear item descriptions.
5. Write "Aruba DOET 2026" (and project number if needed).
6. **Do not** tape over receipt information; this may disappear.
7. Make sure the total amount is visible and matches the financial sheet.
8. Tape receipts at the top and bottom (not over the ink).

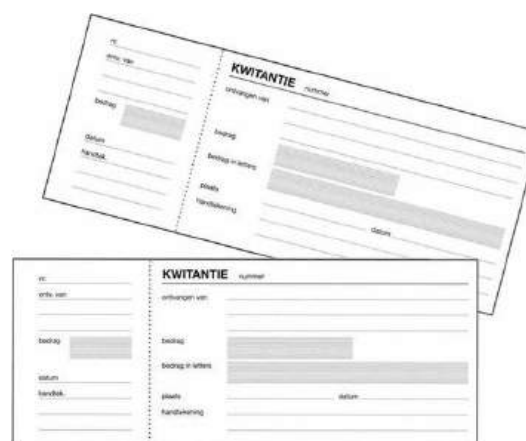
BUDGET

Keep all receipts and invoices safely stored.
Oranje Fonds request:
Proof of purchases (receipts/invoices)

Personal Receipt Guidelines for Services or Rentals

When creating a personal receipt for services or items (e.g., renting equipment from a neighbor or paying for cooking for volunteers), include:

- ✓ **Date of Event**
- ✓ **Description of Service/Item**
- ✓ **Amount Paid**
- ✓ **Full Name & signature of Provider**
Person delivering the service
- ✓ **Persoons Number (ID number)**
- ✓ **If possible, for amount over AWG 100**
- ✓ Do them via **bank transfer** and include **proof of transfer + provider's ID**.



Example – hard copy / physical copy



Use a blank A4 sheet to attach each receipt.

At the top of the page, write:

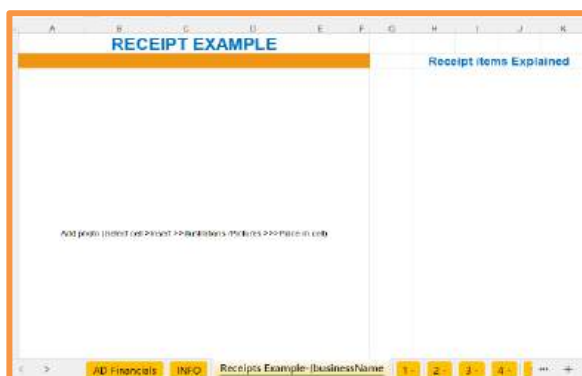
- Aruba DOET or AD26
- Organization Name
- Project Number

If the item on the receipt is not clearly described, add a short note explaining what was purchased. Finally, make sure you keep all the original receipts together.

BUDGET

PIN slips alone are not accepted.
You must submit the full receipt that includes the store name, items purchased, and prices.

Example – Digital copy / Excel sheet



In the Excel sheet, receipts are registered the same way as with physical copies. Instead of pages, use the numbered tabs at the bottom

—one receipt per tab with your

HANDY TECH-TIP



Need to scan receipts or turn notes into PDFs?
Try **Google Lens**—it's free, fast, and works right from your phone. Snap a photo, extract text, and save or share instantly. Perfect for keeping your project docs organized on the go!

TEAM

In Aruba DOET, different people have different roles, and here's a breakdown of who does what:

Funding & Coordination

CEDE ARUBA and Oranje Fonds manage funding and overall coordination.

ARUBA DOET TEAM

Working together before, during & after DOET

Operational Coordination & Planning

The Aruba DOET team at CEDE ARUBA supports coaches, coordinators and volunteers on behalf of Oranje Fonds

Project Coordinators

Support and oversee **5–10 projects**, monitor progress, and support coaches during DOET days.

Project Coordinators are volunteers — we appreciate their time and commitment.

Coaches

Represent the participating organizations and lead the project on site.

Coaches guide volunteers and are the main point of contact, with coordinators supporting where needed.

Together, they ensure smooth teamwork and a successful project.

Volunteers

The heart of Aruba DOET ❤️
Volunteers make it all happen by giving their time, energy, and skills to create a positive impact across the island.


TEAM

Coach's Volunteer Power-Up: Before, During and After Aruba DOET

Coaches, use these tips to motivate and empower your volunteers:

Before: Spark Motivation

- **Explain Impact:** Show how their work helps the community.
- **Task Details:** Why tasks matter and skills are needed.
- **Share Enthusiasm:** Express passion for the project.
- **Safety First:** Highlight safety procedures.
- **Set Expectations:** Be clear about the work.
- **FAQ & Overview:** Answer questions and outline the day.

 **Boost Volunteer Engagement:** Form a WhatsApp group for your Aruba DOET project!

This allows you to quickly share information and answer questions.
To foster a stronger connection, designate a 'Q&A' time each Monday –
this dedicated channel will show your volunteers you value their input.

TEAM

During: Fuel Energy

- **Be Positive:** Stay supportive and enthusiastic.
- **Offer Praise:** Give frequent recognition and encouragement.
- **Help Connect:** Build teamwork and camaraderie.
- **Support Everyone:** Be available to answer questions and assist
- **Task guidance:** Help to support and guide volunteers as there may be instructions and guidelines to follow
- **Allow Breaks:** Let volunteers get a drink or take a breather

After: Continued Impact

- **Say Thanks!** Express genuine gratitude for their dedication.
- **Share Results:** Show what they accomplished through their efforts.
- **Invite Them Back:** Encourage ongoing involvement in future projects.
- **Continued Support:** Be available to answer any potential future questions.

 **Volunteer Investment:** Investing in volunteers pays off!

By motivating and empowering them,
you ensure a successful Aruba DOET project and create potential
long-term supporters for your organization.

AGENDA

This checklist guides you step by step for Aruba DOET 2025
—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 → 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.

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
- ☐ Make **volunteer list** (name, phone, email)
- ☐ Buy supplies & confirm catering
save receipts → **BUDGET tab**
- ☐ Missing volunteers?
Contact coordinator & Team Aruba DOET

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

AGENDA

Aruba DOET Event Days

Friday May 15 & Saturday May 16, 2025

Before kickoff

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

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, 2025)

- ☐ 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 bag
- ☐ 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 or to Aruba DOET WhatsApp (happy faces, logo, project result)

PHOTOGRAPHY GUIDELINES

Thank you for helping us capture the magic of Aruba DOET!

Your photos and videos help us show the impact volunteers make across Aruba — and inspire even more people to join.

Your mission

For every project you visit or are a part of, please try to take at least:

- **5–10 good quality photos**
- **1–2 short video clips** / a 1-minute vlog (optional but very appreciated!)

Photos are not only documentation — they help us promote volunteerism.
Some formats may need cropping or resizing later,
so more options = more stories we can share!

What We Need Most

Photos that Include

- **Aruba DOET logo or DOETI mascot**
Seen on shirts, caps, flags, banners, stickers, etc.
- **Smiles & eye contact**
People working but also looking at the camera and enjoying the moment!
- **Volunteers in action**
Painting, building, gardening, helping animals — show the mission!
- **Group photos**
With and without props or logos — both are useful!
- **Ambiente (good vibes!)**
Show fun, teamwork, and community spirit.
- **Process and progress**
Before → during → after
Show the difference volunteers make!

A Few Without Logos

These help us promote Aruba Volunteers in general campaigns.

People working, candid shots, focused faces — logos not required.

EXAMPLES



Check Aruba DOET social media for inspiration...Be creative and have fun!

Video / Vlog Tips

Short videos make a huge impact! Try:

- 5–10 sec clips of the action
- Quick volunteer testimonials
- A 1-minute vlog sharing the project's story

Recording tips:

Keep your finger away from the microphone 🗑️

Record in vertical AND horizontal format if possible

Avoid shaky footage — use both hands or/and lean on a surface

Watch your background: no accidents or unsafe behavior

Capture emotions, laughter, excitement, teamwork!

Smart Naming & Organization

Before sending, rename files when sending via the laptop:

📌 ProjectNumber-ProjectName-PhotoNumber

EXAMPLES:



2658 Stichting HasiBonPasa - Video



2146 Fund. PasaBon



2361 Casa di Doeti- (Photographer name) (1)

📌 Important for Coaches & Coordinators

When sending photos via WhatsApp,

Please first send a message with the Project Number + Project Name,
and then send the photos.

Example:

1492–Donkey Sanctuary

📷 (then send the pictures)

If you send pics of multiple projects (coordinators & photographers),
please wait for photos to get 2 checkmarks (✓✓) before sending the next project.

This helps us organize your project photos quickly and correctly.

Sending Pictures Without Losing Quality

- **WhatsApp:** By default, WhatsApp compresses image and lowers quality.
✓ To keep high quality, **tap the HD icon** before sending.
- **Alternative Options:** For best quality, send pictures via **WeTransfer** or **email** instead of WhatsApp.

Email Submission of photos and videos to: arubadoet@cedearuba.org

Final Photo (& video) deadline: May 31st, 2025

Share the Experience Online!

Once Aruba DOET is complete and all photos are collected, you will be able to view and celebrate every project on our website!

We invite you to:

- ✓ Check the album for your project
- ✓ Tag your organization
- ✓ Share the post and celebrate your volunteers!

Help spread the joy of giving back

— let everyone see what Aruba DOET can do together! 💙

📌 Final Quick Checklist

- ☐ Logo visible in several shots
- ☐ Smiling volunteers looking at the camera
- ☐ Volunteers working on the project
- ☐ Group shots
- ☐ Progress photos (before → after)
- ☐ Short video clips or vlog
- ☐ Minimum 5 photos per project
- ☐ Files renamed with project number
- ☐ Sent before the deadline

Thank you for helping us tell the story of volunteerism in Aruba!

DIGITAL TIPS/TOOLS for a Smarter DOET

Planning and executing Aruba DOET can be a big task—but the right free apps make it easier! This section highlights digital tools that save time, reduce stress, and help you work smarter. From scanning documents with Google Lens (available on Apple and Android) to organizing tasks and communication, these tips support your DOET journey. Have a favorite app that helped you during DOET? Share it with us!

Collaboration



Padlet helps with project management by letting teams share ideas, files, and updates on a visual board. It's easy to use, works on both Android and Apple, and keeps everything organized in one place. Great for planning, tracking tasks, and collaborating during Aruba DOET.

Communication



WhatsApp has built-in features that help organizations stay connected with volunteers. You can use **polls** to quickly check in or gather feedback and create **events** in chats that volunteers can save to their calendars—with automatic reminders. These tools make coordination smoother and help keep everyone informed and engaged.

WhatsApp Business helps organizations stay connected with volunteers through group chats, broadcast messages, and quick replies. You can share event details, send reminders, and organize contacts with labels. Volunteers can save events to their calendars, making coordination easier.

Closing Note

Thank you for taking the time to read through this Info Pack and for your commitment to making Aruba DOET a success. By reaching this point, you've already shown dedication to strengthening our community — and we truly appreciate your effort.

Your passion, teamwork, and creativity help bring meaningful change to organizations across Aruba. We hope this guide supports you in creating a smooth, enjoyable, and impactful DOET experience from beginning to end.

If you have **any suggestions, ideas, or feedback**, please share them with us. Your input helps us continue improving Aruba DOET each year, ensuring the best possible experience for all coaches, volunteers, and organizations.

For questions or assistance,
Feel free to contact **Team Aruba DOET** at **+297 567 8119**
— we're always happy to help!

Stay connected and informed:
Visit our website **arubadoet.com** and follow our social media channels for updates, reminders, and inspiration throughout the DOET season.

Together, we make a difference.

Together, we are Aruba DOET. ❤️