

# VOLUNTEER TOOLKIT

Every day, all across our area, United Way volunteers are working to lift up our neighbors and our entire community. We have opportunities for individuals, community groups, and our corporate partners to give back and volunteer throughout the year.

Whether participating in virtual volunteerism, assisting from your home, or an in-person opportunities, you can make a difference.

## HOW YOU CAN GET INVOLVED TODAY

### VOLUNTEERING CATEGORIES

	GENERAL VOLUNTEERING	SKILL-BASED VOLUNTEERING	GOODS TO BE DONATED	IN-PERSON VOLUNTEERING
1+ PEOPLE	<ul style="list-style-type: none"> <li>Virtual Talent Show</li> <li>Virtual Children's Read Along</li> </ul>	<ul style="list-style-type: none"> <li>Bilingual Tutoring for Immigrants</li> <li>Resume Editing for Job Seekers</li> </ul>	<ul style="list-style-type: none"> <li>Mask Making</li> <li>Community Drives</li> <li>Encouraging Pandemic Mental Health</li> </ul>	
1-10 PEOPLE	<ul style="list-style-type: none"> <li>Stem Activities for Students</li> <li>Workout Videos <i>for Children, Seniors, and the Disabled</i></li> </ul>			<ul style="list-style-type: none"> <li>Community Clean-Up</li> <li>Landscaping at Local Non-Profits</li> </ul>
5-10 PEOPLE	<ul style="list-style-type: none"> <li>Encouraging Pandemic Mental Health</li> <li>Technology Tutoring for Seniors</li> </ul>			
5-15 PEOPLE		<ul style="list-style-type: none"> <li>Financial Education Taught by Bankers</li> <li>Professional Tutoring for Job Seekers</li> </ul>		

For tips on recording a virtual volunteering video, check out the last page!

# GENERAL VOLUNTEERING

## 1+ PEOPLE OPPORTUNITIES

### **VIRTUAL TALENT SHOW**

Participate in an online talent show for the benefit of local kids and seniors! Make a 5-minute video showcasing your talent. Talents can include singing, playing an instrument, pet tricks, comedy, and more. Whatever you think will make the viewer smile! Family and friends are welcome to get involved!

### **VIRTUAL CHILDREN'S READ ALONG**

Create a video of yourself reading a children's book. Involve your family or other members of your household. Feel free to get creative and use puppets, stuffed animals, arts and crafts, or costumes. These videos will be shared with school districts and agencies as an educational/entertainment tool for children under the age of 10.

## 1-10 PEOPLE OPP.

### **STEM ACTIVITIES FOR STUDENTS**

Create a video for students performing a simple STEM-related activity for students to recreate at home.

### **WORKOUT VIDEOS FOR CHILDREN, SENIORS, AND THE DISABLED**

Create a fitness video, including a workout designed for a child, senior, or disabled individual. The workout should not include any workout equipment that an individual would need to purchase. It can consist of everyday items found around the house (ex. Cans of food as weights). Be creative and make it fun!

## 5-10 PEOPLE OPPORTUNITIES

### **ENCOURAGING PANDEMIC MENTAL HEALTH**

Create a video focused on ways to maintain positive mental health during this time of unprecedented isolation. Discuss coping skills like journaling, art, fitness, letter writing, meditation, or another skill you have developed and pair this discussion with an activity.

### **TECHNOLOGICAL TUTORING FOR SENIORS**

Create a video that teaches a senior, or other individual new to technology, how to navigate that specific device, program, or app. Topics could include tutorials for using computers, email, Microsoft Suite, iPads, iPhones, Androids, Zoom, YouTube, Facetime or another topic of the volunteer's choosing. These videos will be shared with agencies that assist seniors in the community.

# SKILL-BASED VOLUNTEERING

## 1+ PEOPLE OPPORTUNITIES

### **BILINGUAL TUTORING FOR IMMIGRANTS**

(Bilingual Individuals)

Create a video teaching a person who is learning basic English skills for navigating a predominantly English-speaking community. Topics could include basic conversations about grocery shopping, banking, going to the post office, or another topic of the volunteer's choosing. Videos will be shared with a local non-profit that assists immigrants in adjusting to life in the United States.

### **RESUME EDITING FOR JOB SEEKERS**

Edit the resumes of job seekers from our agency partners. Job seekers will send resumes to you. Offer feedback and edits and send them back to the submitter. Be willing to answer follow-up questions via email.

## 5-15 PEOPLE OPPORTUNITIES

### **FINANCIAL EDUCATION TAUGHT BY BANKERS**

(for Bankers, Professionals in the Financial Industry)

Create a video based on a financial education or empowerment topic of your choosing. The video should be 5-15 minutes, depending on the topic. Topics can include opening a checking account, opening a retirement account, creating an emergency fund, paying off debt, building credit and understanding your credit report, preventing and recognizing fraud, or another general financial education topic.

### **PROFESSIONAL TUTORING FOR JOB SEEKERS**

Create a video based on your professional experiences. Video can be 5 minutes – 30 minutes, depending on the topic. Topics can include interview skills, navigating difficult situations in the workplace, professional dress, or another pertinent topic of the volunteer's choosing.

# GOODS TO BE DONATED

## 1+ PEOPLE OPPORTUNITIES

### **MASK MAKING**

Mask making for United Way agencies. Individuals, families, and small groups can create masks that will be distributed to United Way agencies. Masks should be made from tightly woven, 100% cotton that can be washed and bleached. Multiple patterns and methods are acceptable for construction.

### **COMMUNITY DRIVES FOR NEEDED PRODUCTS**

Individuals and families in a company can organize [food /cleaning supply/baby and child hygiene item] drives in their respective neighborhoods. Drives can be conducted safely by posting on neighborhood Facebook groups and putting fliers in mailboxes and on porches. The individual or family can instruct neighborhood donors to place items they wish to donate on their porches on a specific day at a specific time. The company will then have a rendezvous point where all collected items can be dropped off. They will, then, be delivered to a local agency in need of items for the individuals they serve.

### **ENCOURAGING PANDEMIC MENTAL HEALTH**

Card making and collection for healthcare workers and hospital employees. Write meaningful, heartfelt notes to the people on the front lines of the pandemic. You can also include snacks and baked goods to be delivered with the cards. Please have a few people collect the cards and make arrangements with United Way staff to deliver them to a local hospital, clinic, or doctor's office.

# IN-PERSON VOLUNTEERING

## 1-10 PEOPLE OPP.

### **COMMUNITY CLEAN-UP**

Individuals and families can identify an area in the community that needs to be cleaned up. Litter can be collected, bagged, and disposed of, all while practicing social distancing. For help identifying areas in need, please contact United Way staff.

### **LANDSCAPING AT LOCAL NON-PROFITS**

Although social distancing does not currently allow volunteers to enter most United Way agencies, there are opportunities for groups to do yard work and landscaping. Contact a United Way staff member to schedule an outdoor project at an agency.

# HOW TO GET STARTED

## VIRTUAL RECORDING

### CHOOSING THE RIGHT LOCATION TO RECORD

To record a great video- find a location with good lighting, minimal noise, and an area with a plain and simple background (If you're recording from a phone please record horizontally). Make sure you are square in the frame and the camera is angled correctly. Don't forget to look into the camera!

### RECORDING THE VIDEO

We'd love to be able to share your video with everyone so please be mindful in using appropriate language and attire that is suitable for the subject (for example: reading a book to children, business casual would be perfect). Please aim to make your video 5-15 minutes and include an introduction such as: *"Hi, my name is \_\_\_\_\_, I'm volunteering on behalf of (companies name) 2020 United Way Campaign"*.

### AFTER YOUR VIDEO IS RECORDED

Make sure to share a link or attachment of your video with Heart of Arkansas United Way's Volunteer Engagement Manager, Kelly Owen at [Kowen@heartaruw.org](mailto:Kowen@heartaruw.org). We'll share it with our partners!

**If you have any additional questions about volunteer opportunities please contact Kelly Owen at [Kowen@heartaruw.org](mailto:Kowen@heartaruw.org) or 501.435.3196**