



Yale Alumni

TO: Yale Day of Service Coordinators
FROM: Mara Balk, Assistant Director for Volunteer Engagement, Yale Alumni Association
RE: Yale Day of Service Materials

May 11 is quickly approaching and we are very excited for our 11th global Yale Day of Service! We so appreciate your work to set up and manage local sites, and we look forward to continuing to receive registrations for your project. As you know, we are moving forward with our national and international promotion of the program. We trust that you are also spreading the word to members of your Yale community to come together and make a difference in in our local communities.

Please be sure that you and other key volunteers for Day of Service, as well as your local Yale club leadership, have registered to participate at <http://yaledayofservice.org> so that you and other leaders are counted as participants.

Included in this package are several useful items for your Day of Service activities. Some of you may need to distribute a subset of the materials in advance of the actual project date. Enclosed you will find:

1. **Blank Yale Day of Service self-stick nametags.** Participants should fill out the nametags when they sign in (be sure to have plenty of markers on hand).
2. **Yale Day of Service sample registration sign.** Ideally, each site will set up a sign-in area with a Yale host to greet the Day of Service volunteers and orient them with their assignments.
3. **Day of Service lapel pins.** These are a fun giveaway that can help Day of Service live beyond the one day, and even begin the promotion for next year...
4. **Walk-in registration form** (you will need to make copies). Please ask all on-site registrants to sign in and then send us your final list of participants (pre-registered and walk-ins) so we can record an accurate list of Day of Service participants.
5. **Liability release form for walk-ins** (need to make copies). Anyone who did not pre-register must sign the liability release form prior to starting Day of Service project activities. Note that parents can sign for children, but adults must sign their own forms. Add the name of your Yale club as well as the name of the agency or organization of your service site to the form so they are covered, too. Finally, the reverse of the release form includes the photo release allowing you or us to use photos of your Day of Service for future promotion. (Note: There has been a question raised about the course of action should a participant decline to sign the liability release form. In the unlikely event that occurs, please ask them to indicate that on the reverse. The note should read: "I decline to sign the liability release form and then they can sign below that.")
6. **Information on the Yale Alumni Magazine Day of Service photo contest.** Winning entries will be published on the YAM website, so be on the lookout for the moments that best exemplify the spirit of your Day of Service and snap that shot!

YAA staff will close online registrations for Day of Service volunteers at 12pm EST on Thursday, May 9. At that time a note will be added to the website indicating that those interested in registering should contact the site coordinator directly. All registration lists for service sites will be available to print by 5pm on 5/9/19.

*If your site takes place on a date after May 11, you will still have access to reports with any additional registrants until 36 hours before the event!

We will be in touch with any additional information you may need. For now, just keep working on the promotion to keep those registrations coming! Thank you, again, for all you are doing to make Yale Day of Service a great success.

TIPS FOR THE ACTUAL DAY OF SERVICE

- **Arrival.** Please plan to arrive at least 30 minutes early at the service site and stay until the work is done. Don't forget pens and markers!
- **Set up.** Post any signage or entrance information, and/or have another Yale volunteer greet participants and help direct them to the registration area.

GETTING STARTED

Because the Yale Day of Service is both an opportunity to serve the communities we live in AND build connections with fellow volunteers, we find that providing a short welcome and introduction to the project, as well as taking a few moments to exchange names as a group really helps to create a sense of Yale community as well as a sense of purpose for the work.

Introduce yourself and the agency staff, and have the volunteers say their name and perhaps Yale affiliation or other information that will help the group to get to know each other a bit before the work begins.

If possible, a member of the organization's staff should briefly describe the mission and perhaps the work that the group is about to do, as well as what that work will mean to the organization and the clients served.

- **Photos! Take them. Share them. Post them.** Make sure there is ample documentation of your service site, and that posts tag photos and video accordingly. Use hashtags **#YaleDayOfService** and **#YaleAlumni**
 - **Twitter:** @YaleDayOfService
 - **Facebook:** YaleDayofService
 - **Instagram:** #YaleDayofService
 - Yaledayofservice.org/share-your-experience
- **Celebrate and Socialize!**

After an exhilarating Day of Service, celebration is fun! If possible, share some post-service social time sharing stories of the day, especially if there is more than one site in your club area. Some clubs host a barbecue or let people know in their confirmation message that they should plan to bring a picnic lunch. Some clubs designate a centrally located restaurant where alumni gather as they finish their work. It is up to you to decide how/if this will work, but we know that many alumni really enjoy the opportunity to build on the friendships they made during the day and bask in the glow of their achievement.

If you have questions, please visit yaledayofservice.org/contact-us to find your alumni contact, or email Mara Balk at the YAA mara.balk@yale.edu.