



SERVE·a·thon

Volunteer Alexandria

FRIDAY · MAY 15, 2020

13th Annual Community Service Day & Celebration
Friday, May 15, from 12:30-4:30 p.m.

FAQ's



Presented by



Volunteer Alexandria
GLOBAL NETWORK AFFILIATE

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SERVE-a-thon, formerly known as Spring for Alexandria, is a city-wide event with hundreds of volunteers like you to support nonprofit organizations and City agencies. Businesses, associations and individuals form a team, raise funds to win prizes, and volunteer on Friday, May 15 from 12:30-4:30 p.m. Visit <https://www.givegab.com/campaigns/serveathon2020> to register.

SERVE-a-thon will take place on Friday, May 15 and enables volunteers to contribute valuable services to the City of Alexandria while at the same time supporting Volunteer Alexandria. However, teams of volunteers made up of individuals, businesses, associations and city employees are able to pick a date convenient for them. They will spend the day providing hands-on services to nonprofits and city agencies throughout Alexandria anytime during the spring. Participants will collect pledges for their hours worked (just like a walkathon).

Who benefits from sponsorships/donations? Proceeds benefit Volunteer Alexandria's year-round programming to inspire, to aim, and mobilize volunteers. Donations make it possible for seniors to seek rewarding volunteer work; youths to find valuable community service; and the unemployed to identify volunteer work to stay involved. The generosity of businesses and individuals raising funds will help to assist all agencies in need of volunteers to deliver meals; sit with the elderly who are alone; repair homes for our veterans; read to children; foster animals; prepare lunches for the homeless; foster homeless animals; and much more. This year, one of our focus areas is working towards **ending hunger in Alexandria** and we will collaborate with the faith-based, nonprofit and business community, and volunteers to make a difference.

Volunteer Alexandria is in the business of helping Alexandrians give back to this city with their whole heart through volunteering. We are "matchmakers" who provide connections between volunteers and nonprofits or City agencies needing assistance the most. Your dollars help Volunteer Alexandria help others!

This manual describes your responsibilities, gives tips on best practices, explains the Community Service Day process, and will hopefully help you to feel prepared and confident in your role as a Team Captain. It also includes more details about project development and management, how to set up and clean up supplies and materials, and how to ensure a successful event on May 15!

Thank you for showing your support by volunteering as a Team Captain! You are our vital link to the community. **If you have any questions, please contact us at 703-836-2176 or mail@volunteeralexandria.org.**

Frequently Asked Questions

What to wear?

Wear clothing you don't mind getting dirty and sturdy shoes (sneakers). No open toed shoes are allowed due to liability. If it rains, please bring a rain coat!

Who will supply the materials for this project?

Volunteer Alexandria and Project Sites will provide each project site with supplies. TCs will be notified in advance if they need to pick up the tools and supplies at Volunteer Alexandria to be taken to their site.

Will Volunteer Alexandria pay for any costs incurred by me?

Additional supplies needed, need to be addressed by the Site Supervisor before Volunteer Alexandria. However, Volunteer Alexandria is sometimes able to cover small emergency expenses that are absolutely necessary for the completion of the project incurred on the day of the activity. TCs must have the expense approved by a Volunteer Alexandria staff member prior to purchase.

What do I do when volunteers arrive late?

Prioritize the activities and start work as soon as possible. This may mean you have to shift volunteers around to get the work done. Don't start projects that you may not be able to finish. Setting goals for volunteers is often helpful in finishing work.

What do I do if there are volunteers younger than 21 on site?

Politely explain due to liability, confidentiality and safety concerns all volunteers must be 21 years of age.

Who do I call if I have questions or an emergency?

If someone is hurt call 911 first. Then make sure to inform the Site Supervisor before calling your Volunteer Alexandria staff contact to report what happened. TCs should fill out an incident report. Questions should try to be answered on site by asking the Site Supervisor. If the question cannot be answered on site, the TC, should direct the question to their Volunteer Alexandria staff contact.

What do we do if it rains?

All projects will take place rain or shine unless, otherwise instructed. Dress appropriately.

What do I do if a volunteer wants to make a donation to Volunteer Alexandria and gives it to me?

Don't take it. Please encourage them to bring it to the Happy Hour, mail it to the office at 123 N. Alfred St. Alexandria, VA 22314 or visit our website www.volunteeralexandria.org.

What if I have friends who want to volunteer at my project site?

Direct them to <https://www.givegab.com/campaigns/serveathon2020> to sign up prior to the event.

How to save photos?

Upload them to our online photo album. Send an e-Mail to serve2020@yogile.com and attach your photos. Almost any size, almost any format (raw images, JPG, TIFF, GIF, PNG) upload directly via <https://www.yogile.com/serve2020/upload#> (no need to set up an account, just close the popup window and drag your photos on to the page)(of course, if you do register it will make it easy to identify your submissions). See the album at www.yogile.com/serve2020.

Registration Questions:

HOW DO I REGISTER FOR THE FIRST TIME?

- Click on the event link provided to you
- Select "Register" on top of the page
- Complete form including skills, shirt sizes, etc.
- The next page will ask you about **Join a Team OR Creating a team**. According to your role, proceed and click "Next"
- Select "I have read and agree to the waiver...."
- Follow the steps to complete your registration and payment

WHICH LINK DO I SEND TO MY TEAM?

Type <https://www.givegab.com/teams/> and add your team name right after the dash, i.e. <https://www.givegab.com/teams/weba>

I HAVE COLLECTED PLEDGES/DONATIONS IN THE FORM OF CASH OR CHECKS FROM TEAM OR FAMILY MEMBERS? HOW DO I ADD THOSE TO MY PAGE?

If so, you can enter them as an off line donation.

HOW TO LOG IN?

You log in from the page - <https://www.givegab.com>.

HOW DO I ADD A TEAM MEMBER WHO DIDN'T PICK MY TEAM?

Use the chat function when logged in and let them know who needs to be moved to which team.

I NEED AN CHECK DONATION FORM

From the main page - <https://www.givegab.com/campaigns/serveathon2020>, scroll down and there is a link to the form.

HOW CAN I VIEW WHO REGISTERED?

From your team story page.

Our Team Story

Our team is raising money for Volunteer Alexandria because we truly support their mission. Volunteer Alexandria is a 501(c)(3) nonprofit that recruits, coordinates, manages and prepares volunteers to donate their time and talent to local nonprofits in need of human capital.

Your support allows these nonprofits to focus on their missions of conquering Alexandria's great community challenges with the assistance of ready, willing, and able volunteers.

To demonstrate our commitment to both Volunteer Alexandria and the city's nonprofits, our entire team is also participating in Community Service Day with our time and energy at one of their 20+ nonprofit service sites.

You can choose to make a team donation, or choose one of our team members to support.

Thanks in advance for contributing to Volunteer Alexandria on our team's behalf.

Meet Our Team

Team Member	Amount Raised	Goal	Funding Progress
Merikokeb Wondafraash	\$25	\$500	5% Funded
Shanan Sheldon	\$125	\$500	25% Funded
Rachel Smith	\$50	\$500	10% Funded

Recent Donors

Donor Name	Amount
Merikokeb Wondafraash	\$25.00
Jeff Williamson	\$100.00
Shanan Sheldon	\$125.00
Rachel Smith	\$50.00

Powered by CliveGab
The Nonprofit Giving Platform

Team or Individual Fundraising Ideas

As part of Spring for Alexandria, we encourage teams to fundraise either individually or as a team! Just as in a walk-a-thon, we ask each volunteer to raise a minimum of \$25 in pledges that will be used to purchase the supplies and materials necessary to implement the projects. Potential proceeds benefit our community, including people interested in volunteering who need assistance to find the perfect volunteer opportunity. As your Community Resource for Volunteerism, Volunteer Alexandria's programs provide volunteers for nonprofit organizations throughout the year.

We have Individual and Team Fundraising prizes that will be handed out at the after party. The prizes can be viewed on-line at <https://www.givegab.com/campaigns/serveathon2020>.

Team or Work Place Fundraising Ideas

- Host a \$5 day – employees pay \$5 to be able to do something that they are not normally able to do
 - Wear jeans to work on a Tuesday
 - Bring your dog to work day
 - Leave work 30 minutes early or come in 30 minutes later
 - Crazy hat day
- Host a cook off during or after work and charge \$5 admission to taste the creations
- Place a money jar in the office for employees to donate spare change or dollars
- Host a cook out for lunch and purchase hot dogs, chips, drinks, etc. and charge \$5 or \$10 for lunch
- Work with a local bar or restaurant to host a happy hour

Individual Fundraising Ideas

- E-mail or text friends and family asking them to donate
- Host a bake sale or sell lemonade in your apartment complex or neighborhood
- Offer to babysit one night for family or friends and use 'fee' for fundraising
- Host a neighborhood carwash over the weekend (friends and family will need some help cleaning all of the pollen of their cars after April!)
- Sell tickets for a raffle
 - Cook dinner for the winner
 - Winner receives a nice bottle of wine or liquor
 - Pay for dinner for the winner