Points of Light is excited to offer this adaptable online toolkit, full of helpful ideas and marketing strategies to support you during National Volunteer Week, April 10-16, 2016. Here you will find key messages, project ideas, volunteer leader resources and more for recognizing your volunteers throughout the week.

National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage their communities. It’s about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

National Volunteer Week is about taking action and encouraging individuals and their respective communities to be at the center of social change – discovering and actively demonstrating their collective power to make a difference.

National Volunteer Week was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week. Take advantage of this moment of national attention to promote your cause and volunteer commitment in your community.

When high school athletes and Daily Point of Light awardees Ian Niggles and Sam Zeng learned there was no program in their community to help special needs students play soccer, these two local stars started a league of their own, Brunswick County Free Kicks.

Drawing on their experience volunteering with Special Olympics, the two 15-year-olds Ian and Sam created the soccer program for special needs children that is led by high school and middle school athletes who are passionate about sharing their love for the game with others. What Ian and Sam created in 2013 is more than a soccer program. Brunswick County Free Kicks empowers young people with special needs to form friendships in this rural community and develop a healthy lifestyle outside of school.

Learn more about Brunswick County Free Kicks, other honorees, and the Daily Point of Light award at www.pointsoflight.org/dailypointoflight.
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Celebrate Service, the theme for National Volunteer Week, captures the meaning of this signature week: honoring the people who dedicate themselves to taking action and solving problems in their communities.

National Volunteer Week has grown exponentially, drawing endorsements from all U.S. presidents since 1974 and from governors, mayors and other elected officials.

This year, Points of Light is also honored to recognize the seventh anniversary of the Edward M. Kennedy Serve America Act and the creation of the Volunteer Generation Fund through a series of celebratory and service events across the nation.

Celebrate Service presents an opportunity for individuals, families, nonprofit organizations and government entities alike to honor the ordinary people who accomplish the extraordinary through volunteer service and who motivate others to follow their lead.

Meet Daily Point of Light honorees MusicMDs, a music-therapy-inspired outreach organization of high-school and college musicians who volunteer their music to promote patient healing in healthcare institutions. Since its founding in 2009, thirty-five high school and college musician volunteers have worked through MusicMDs, collectively performing more than 2,000 hours of service and providing more than 50,000 patients with one-on-one music therapy.

The founders of MusicMDs, teen siblings Esha and Varun Bansal, saw that whenever they played violin for their grandmother, who had cancer, the music delighted her – she had an improved outlook and less pain.

Learn more about MusicMDs, other honorees, and the Daily Point of Light award at www.pointsoflight.org/dailypointoflight.
Points of Light has created the following marketing resources to help you spread the word about events and activities and to help you strategically align with the National Volunteer Week brand:

- Key messages
- Logo usage and guidelines
- Banners, ads and identity items
- Template media advisory
- Template press release
- Template press release pitch
- PR and social media outreach tips
National Volunteer Week, April 10-16, 2016, is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. It’s about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

National Volunteer Week is about taking action and encouraging individuals and their respective communities to be at the center of social change – discovering and actively demonstrating their collective power to make a difference.

Points of Light, which spearheads National Volunteer Week, is the world’s largest organization dedicated to volunteer service. Through affiliates in 250 cities and partnerships with thousands of nonprofits and corporations, Points of Light engages 4 million volunteers in 30 million hours of service each year.

National Volunteer Week was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and recognition events scheduled throughout the week.

For more information on Points of Light or National Volunteer Week, visit www.pointsoflight.org/signature-events/national-volunteer-week, or contact Jennifer Geckler at jgeckler@pointsoflight.org.

Daily Point of Light honoree Donna Mahon knows financial adversity. In her youth, she worked full time at a bank – and three part-time jobs on the side – to put herself through college. She eventually earned an MBA and achieved a success, but she never forgot the hard work it took to build her career in banking.

She recently learned that Catholic Charities Atlanta was seeking volunteers for the Financial Opportunity Corps program, which recruits and trains volunteers as financial coaches who then help people from low- and moderate-income households achieve financial stability. In just her first six months, she taught workshops in finance, budgeting and credit to more than 70 people. She has also given her time to train 11 Catholic Charities Atlanta volunteers as financial coaches and works one-on-one as a financial coach with a client of her own.

Learn more about Mahon, other honorees, and the Daily Point of Light award at www.pointsoflight.org/dailypointoflight.
You can download these resources and customize them for your use at www.pointsoflight.org/signature-events/national-volunteer-week.

Maintaining consistent branding and messaging for National Volunteer Week provides more opportunities for national exposure, increased opportunities for local and national partnerships, and boosting general public involvement and awareness of volunteerism.
For the most common and cost-effective form of output, use the four-color process (CMYK) formula settings.

**Color Palette**

- **Blue**
  - C=100 M=74 Y=20 K=5*
  - R=0 G=74 B=151
  - Hex #004A97
  - PANTONE 2945 C

- **Red**
  - C=0 M=91 Y=100 K=23*
  - R=191 G=48 B=26
  - Hex #BF301A
  - PANTONE 1805 C 1

- **Silver**
  - C=35 M=29 Y=28 K=0*
  - R=169 G=168 B=169
  - Hex #A9A8A9
  - PANTONE Cool Gray 6 C
Typography

Documents
When using text in body copy (email, Word, Excel and PowerPoint presentations), use Arial font only. This is the approved font for correspondence.

Design
The following fonts are approved for the use of professionally designed materials only.

Clarendon Light: Appropriate for headlines and subheads, not body copy.
Gotham Medium: Appropriate for titles, subheads, bullets and when using emphasis in body copy.
Gotham Book: Appropriate for body copy.
Century Gothic Regular: Appropriate for body copy.
Century Gothic Bold: Appropriate for body copy.

Alternate Typefaces on a Limited Basis:
Clarendon Light and Gotham Book are the ONLY typefaces for logos. These are also the preferred fonts for use in marketing materials. In email or written correspondence, you may substitute Georgia (serif) and Arial (sans-serif).
You can download these graphics and customize for your use at:
http://www.pointsoflight.org/signature-events/national-volunteer-week

400 x 400 Web Banner
200 x 200 Web Button

eblast Header

3’ x 6’ Project Banner

Project Tee
Please customize the below media advisory as you need and distribute to local media to build awareness and participation in your event.

[Add your organization logo.]

***MEDIA ALERT FOR NATIONAL VOLUNTEER WEEK***

Sample Headline: Celebrate Volunteers During National Volunteer Week
Celebrate Volunteers This Week

Sample subhead: More than [number of volunteers] volunteers expected to gather in [location] to celebrate volunteer efforts

WHO: [List names of dignitaries attending your event.]
WHAT: [Briefly describe event. Sample: Approximately 200 volunteers from surrounding neighborhoods, including local dignitaries, teen service leaders and elementary school children, will gather in Piedmont Park to kick off this year’s celebration of National Volunteer Week and recognize the power of service.]
WHERE: [event address]
WHEN: [event time and date]
WHY: National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. It’s about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

National Volunteer Week, was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week.

With the seventh anniversary of the Edward M. Kennedy Serve America Act, the creation of the Volunteer Generation Fund and President Obama’s resonant call to serve, this year’s celebration promises to be even more inspiring.

For more information regarding National Volunteer Week activities, please visit: [your website] or www.pointsoflight.org.

Contact: [Insert organization contact information (name, phone, email.)]
Please customize the below press release as you need and distribute to local media to highlight your recognition event and the impact of service on community challenges.

Sample Headline
[Organization name] Announces Recognition Plans for 2016 National Volunteer Week

Sample subhead
Local volunteers encouraged to celebrate power of volunteerism

[City, state, month, day, 2016 – Organization name, organization description], today announced plans to celebrate National Volunteer Week, a time dedicated to demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

National Volunteer Week, April 10-16, 2016, is about taking action and encouraging individuals and their respective communities to be at the center of social change – discovering and demonstrating their collective power to make a difference.

[Insert recognition program overview here: What is taking place? Where is it happening? Who is participating? What is the impact?]

[Insert organizational quote here, regarding your service recognition event. Why is it important to the community on National Volunteer Week?]

[Say here how local volunteers can learn more or get involved.]

National Volunteer Week was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week.

With the seventh anniversary of the Edward M. Kennedy Serve America Act, the creation of the Volunteer Generation Fund and President Obama’s resonant call to serve this year will be even more inspiring.

About [Insert organization name (in bold).]
[Insert organization boilerplate information.]
Contact: [Insert organization contact (name, phone, email).]
Here’s how to use the media to recognize your volunteers and volunteer leaders:

• We encourage organizations to contact local broadcast (TV/radio), print (newspapers/magazines) and online (blogs/social media pages) outlets.

• Research the relevant outlets and reporters/editors in your market who have covered your organization or similar charities and nonprofits. Seek out journalists or bloggers who might be interested in your National Volunteer Week programming, and compile an up-to-date media list. Google News, news.google.com, is a great tool for finding reporters.

• If you think your National Volunteer Week program would fit nicely in a certain column or correspond with a recent article you read, suggest that to the reporter, showing you have done your homework. If you call the front desk of any outlet, the receptionist will be able to provide you with the phone numbers and email addresses of the journalists you’re looking for. You can also ask, “Who covers philanthropy and nonprofit organizations?” and they will direct your call.

• Target local online publications and blogs to announce the National Volunteer Week program and recruit volunteers. Try a Google search using keywords such as “services,” “volunteerism” or “charities” coupled with the name of your market. Check local websites (e.g., Boston.com for the Boston area, Cleveland.com for northeast Ohio, etc.) When reaching out to relevant bloggers, pitch to them as you would pitch to a reporter. Remember to always be transparent and identify yourself as someone representing your organization, not just an interested citizen.

Your affiliated chapters or sponsors in your region could also be a powerful ally in this effort. Be sure to brief them and find out if you can work jointly to release the press materials and contact the media. They may also be able to provide a copy of their media contacts and help act as spokespeople. Be sure to invite them to your National Volunteer Week recognition event.
The best way to initially reach the print publications is through email. We recommend you send a short pitch (see press release pitch below), along with the press release copied and pasted into the body of the email. As a general rule, do not include attachments or embed the logos in your email.

Start this process in March – many media are planning their National Volunteer Week stories.

You should follow up with journalists with a phone call, waiting a day or two after you send your email. A conversation may go like this:

Hi, this is [name] from [organization]. We are holding an event to celebrate National Volunteer Week, April 10-16. [State number of volunteers attending what activity.] I sent you an email about this earlier and was wondering if you’d be interested in joining us for the event, or telling your readers about it.

Sometimes news outlets run photos with captions instead of full-blown stories. These could serve as valuable pieces of media coverage. Send your media advisory to photo editors (some outlets don’t have them) the week leading up to your activity, again the day before and early on the morning of your event.

The broadcast media work a bit differently from print. We recommend you send them a media alert (see appendix) via email, and start talking to them in April. This media segment still uses faxes, so call the front desks of your local radio and news stations and ask for their newsroom fax numbers. Fax and email the alert. Follow up with phone calls.

Online media loves emails. Start talking to editors/bloggers in March and send them your pitch letter and release in April.
Use social media and social networks to recognize your volunteers and volunteer leaders. Here are a few ways:

**Post to Facebook**
- Create a Facebook event and invite your Facebook friends to join you by serving with you on your project. (Be sure to follow up individually with everyone who says they will join you, as the no-show rate can be higher with Facebook RSVPs.)
- Share the link to this National Volunteer Week Resource Guide (http://www.pointsoflight.org/signature-events/national-volunteer-week) and ask your friends in other towns to start their own projects.
- Mention Points of Light on your Facebook page and we will be sure to “like,” “share” and comment on your post. (To mention us so we will see it, first “like” the Points of Light Facebook page. Then, in your wall post, type “@PointsofLight” and you should see a drop-down menu with the name. Select Points of Light from the drop-down menu. This action creates a hotlink in your wall post directly to our wall, so we will be sure to see your post.)

**Tweet**
- Share the link to this National Volunteer Week Resource Guide (http://www.pointsoflight.org/signature-events/national-volunteer-week) and ask your Twitter followers to start their own projects.
- Share the details of your project with your followers.
- The hashtag for National Volunteer Week 2016 is #NVW2016. (If you mention @PointsofLight, we will retweet it and/or @reply.)

**Blog**
- Write a post about why National Volunteer Week is important to you and your volunteers.
- Include a profile of the person you are recognizing for your readers. How did his/her service change the community?
- Send a link to your blog post to listen@pointsoflight.org for possible promotion on the Points of Light blog, www.pointsoflight.org/blog.

**Upload to YouTube**
- Record a video (even from your phone or tablet) that explains why National Volunteer Week is important to you and your volunteers.
- Upload the video to your YouTube page and share it with your Facebook and/or Twitter friends. Encourage them to share it, too.
- Send a link to your video to events@pointsoflight.org and we will link to it from the Points of Light YouTube channel.
In this section, we have included some general tips and worksheets to support volunteer leaders as they activate projects in your community.

- General Planning Timeline
- Proclamation Request Letter
- Sample Proclamation Letter
- Sample Recruitment Message/Flyer
- Sample Photo Consent Form
- Volunteer Registration Form and Sample Waiver
- Volunteer Evaluation Survey
Critical National Volunteer Week Planning Questions:

1. Which national volunteer award will you present to your volunteers?
   **NOTE:** There are two national award programs to choose from:

   President’s Volunteer Service Award — a non-competitive award that all Americans are eligible to receive, determined by the number of volunteer hours served.

   Daily Point of Light Award — a competitive daily award honoring one exceptional volunteer or volunteer effort from across the entire nation. For more information go to www.PointsofLight.org/recognition/dpol

2. Will you host a formal event to present awards?

3. Which gift item will you present to your outstanding volunteers?

Timeline: Countdown to National Volunteer Week, April 10-16, 2016.

Preparatory Steps:
1. If you have not done so already, please register as a Certifying Organization for the President’s Volunteer Service Award. Visit [www.PresidentialServiceAwards.gov](http://www.PresidentialServiceAwards.gov) for more information.

2. Send the enclosed proclamation Request Letter to your local mayor, county executive, governor, etc.

3. Begin planning your event: identify and confirm venue, invite speaker(s) and local dignitaries, hire event photographer, etc.
Beginning in February

- Order volunteer recognition items and small tokens of thanks for your volunteers.
- Write **National Volunteer Week** event speech, including thoughtful volunteer-related quotes from famous public figures. Also, if appropriate, bolster your speech with **encouraging**, volunteer-related statistics.
- Follow up by contacting elected officials regarding the status of your proclamation request.

Mid-February

- Two weeks prior to your event, send the customized news release to your local newspaper’s community calendar editor and targeted reporters. Remember to make follow-up phone calls reminding them about your upcoming **National Volunteer Week** activities.

March

- Place the **National Volunteer Week** logo on your organization’s Web site—the logo is available in various formats and sizes at: [http://www.pointsoflight.org/signature-events/national-volunteer-week](http://www.pointsoflight.org/signature-events/national-volunteer-week)

Four days before event

- Send reporters your customized media advisory and make follow-up phone calls to ensure of their receipt.

National Volunteer Week

- April 10-16, 2016

Day after event

- Send event photos and “Thank you” notes to journalists who attended the event, and don’t forget to include those reporters who did not attend but expressed interest. Lay the groundwork for next year’s activities by keeping future lines of communication open with all media. Next year they may accept your invitation, and you will find the exposure was worth the extra effort.
Get Materials Online

• To download the award news release, drop-in article and other materials, visit the Certifying Organization section of the President’s Volunteer Service Award at: www.PresidentialServiceAwards.gov.

Dear [Mayor/Governor/Other Elected Official name]:

As we approach National Volunteer Week, April 10-16, 2016, we ask you to honor [city or state] volunteers who tirelessly share their time and talent with those in need. Your support can challenge and encourage the people you represent to commit to volunteer service. [Insert a thank you for past participation, if relevant].

National Volunteer Week is about inspiring, recognizing and encouraging people to help their communities. It’s about meeting our challenges by working together.

Enclosed you will find a sample proclamation and more information about National Volunteer Week. This special week was designated by executive order by President Richard Nixon in 1974. Every President since has signed a proclamation of support for National Volunteer Week.

[Name of your organization] plans to honor the volunteers in [name of your city] by [insert SHORT description of your planned recognition events]. We invite you to join our celebration of volunteers at [insert information about your event].

If you have any questions, please call [local contact]. We would be honored to have you participate and look forward to your response.

Sincerely,

[your name]
[title, organization’s name]
WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations like HandsOn Network Action Centers; and

WHEREAS, individuals and communities are at the center of social change, discovering their power to make a difference; and

WHEREAS, during this week all over the nation, service projects will be performed and volunteers recognized for their commitment to service; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation’s social problems; and

WHEREAS, our country’s volunteer force of more than 63 million is a great treasure; and

WHEREAS, volunteers are vital to our future as a caring and productive nation; and

NOW, THEREFORE, I, [name/title] do hereby proclaim

April 10-16, 2016
National Volunteer Week

In [city/state], and urge my fellow citizens to volunteer in their respective communities. By volunteering and recognizing those who serve, we can come together to make a difference.

Signed this [date] day of [month], 2016
Established in 1974, National Volunteer Week has grown exponentially in scope each year since, drawing the support and endorsement of all subsequent U.S. presidents, governors, mayors and other respected elected officials.

National Volunteer Week is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. It’s about demonstrating to the nation that by working together, in unison, we have the fortitude to meet our challenges and accomplish our goals. National Volunteer Week is about taking action, encouraging individuals and their respective communities to be at the center of social change—discovering and actively demonstrating their collective power to foster positive transformation.

National Volunteer Week is not only our moment in time to celebrate our volunteers, but to enable a nation to share ideas, practices, and stories, wherever they happen thereby shaping a movement to re-imagine the notion of citizenship for the 21st century.
Yes! I'd like to volunteer at the following project:

Community Partner Site: _________________________________________________________________
Project Location: _______________________________________________________________________
Project Date & Time: ____________________________________________________________________
Volunteer Leader (Name and Contact Information): ________________________________________

[Insert HandsOn Action Center or Volunteer Organization Name]

**Limited Consent and Release**

The undersigned model and photographer representing the [insert HandsOn Action Center or Volunteer Organization name] hereby agree to accept all conditions set forth in this limited consent and release.

I, ______________________, the undersigned model, hereby give ______________________, the undersigned photographer of [insert HandsOn Action Center or Volunteer Organization name], specific permission to: publish, copyright, distribute and/or display photographic images of me taken on the below listed date. The permission granted herein is strictly limited to the uses described below and for no other purposes, whether suggested or implied. I, the undersigned photographer, agree that the model has the right to inspect and/or examine all photographs and/or written text to which the images may be applied before use as described below.

I, the undersigned, hereby release and discharge the undersigned photographer of [insert HandsOn Action Center or Volunteer Organization name] from any and all liability by virtue of distortion, blurring, alteration, optical illusion and/or use in composite form, whether the same is intentional, or otherwise. I understand that the photographer, his clients or assigns may use any process or procedure resulting in the completion of the finished product, the publication, distribution, or public display, when photos of me are used in accordance with the usage below.

**INTENDED USAGE:** By signing this limited consent and release form I, the undersigned model, represent that I am of legal age in the state in which this limited consent and release form is executed, that before signing this document, I have read it completely and understand it, and that I am bound, as is anyone who succeeds to my responsibilities and rights, as my heirs or assigned. I release the undersigned photographer of [insert HandsOn Action Center or Volunteer Organization name] and give up any and all future claims and rights that I may have at any time.

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<th>Session Date</th>
<th>Signature of Person Being Photographed</th>
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**Address of Person Photographed**

I have inspected and examined the photographs and/or written text in accordance with the above agreement.

_____________________________ Date ________________________________

Signature of Person Photographed

I waive the right to inspect and/or examine the photographs and/or written text.

_____________________________ Date ________________________________

Signature of Person Photographed
Yes! I’d like to volunteer at the following project:

Community Partner Site: ____________________________________________
Project Location: ________________________________________________
Project Date & Time: _____________________________________________
Volunteer Leader (Name and Contact Information): ____________________

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<th>Name</th>
<th>E-mail/Phone</th>
<th>Organization</th>
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SAMPLE WAIVER:

By signing this agreement, I am applying to perform certain volunteer services related to ___________________________________. I acknowledge that my participation is completely voluntary on my part and is being undertaken without promise or expectation of compensation.

In consideration of my being allowed to participate in this volunteer community service event, I, the undersigned, for myself, my heirs, and assigns hereby release and discharge [your organization/school name], its affiliates, associates, agents, and any participating organizations, for any claims for damages or injury I may incur resulting from my participation in this volunteer community service event. I understand that my participation involves risk of injury and illness, which may result directly or indirectly from my participation. I further state that I am and/or my child(ren) is(are) in proper condition for participating in these events. I agree to abide by the rules established by organizers of this service project relative to health and safety requirements. Finally, I grant [your organization/school name] full and complete permission to use in legitimate promotions of the project photographs of me and quotations from me.

(Please feel free to replace this section if your agency has an existing liability waiver.)
Volunteer Evaluation Survey

Please tell us about your volunteer experience today. You helped create positive change in our community, and we want to hear about it. We will process this information and share the results of our team’s hard work. Please complete this survey before you leave the project site and turn it in to your Volunteer Leader.

Company/Organization Name: ________________________________

Please rate the following:

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<th>Strongly Disagree</th>
<th>Strongly Agree</th>
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<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td></td>
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</tbody>
</table>

1. This project made a positive impact on the community.

2. I think the project was well organized.

3. I feel a personal sense of accomplishment after participating in this project.

4. Did you volunteer on other projects during the last 12 months?
   □ YES  □ NO
   (If yes, check all that apply)
   □ With my employer  □ In my neighborhood
   □ With a HandsOn Network Action Center
   □ Other______________________________________________________

5. Did participating in this project increase your interest in participating in future volunteer service projects? Please check:
   □ YES  □ NO  □ SOMEWHAT

6. Did participating in this project increase your interest in leading a volunteer service project? Please check:
   □ YES  □ NO  □ SOMEWHAT

7. How likely are you to participate in another service project? Please check:
   □ YES  □ NO  □ SOMEWHAT  □ NOT AT ALL

8. Please provide any highlights, suggestions or other feedback about this project.

______________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________
About Points of Light

Points of Light – the world’s largest organization dedicated to volunteer service – mobilizes millions of people to take action that is changing the world. Through affiliates in 250 cities and partnerships with thousands of nonprofits and corporations, Points of Light engages 4 million volunteers in 30 million hours of service each year. We have been bringing the power of people where it’s needed most for more than 25 years. For more information, go to pointsoflight.org.