Volunteer Toolkit | 2024

Download resources now to get started! >>

Overview • Educational Resources • Communications Resources • Duke Centennial Resources
Overview: When Your Mission Meets Duke

The possibilities are endless. Volunteers play a vital role in the community by generously contributing their time, talent, and treasure to the university. Catalysts for change and positivity wherever they serve, Duke volunteers are Respectful, Trustworthy, Inclusive, and driven by Discovery and Excellence.

If you want to deepen your connection to Duke, leverage the university’s networks for a greater volunteer impact, or simply seek a reason to revisit campus, you can find a volunteer pathway that fits your interests. Hundreds of opportunities are available—including giving advice to fellow alumni, interviewing prospective Duke students, serving on a board, planning alumni events in your region, and so much more. Through meaningful volunteer service, Duke volunteers have the power to make a real difference.

Stay informed about current and upcoming short-term volunteer opportunities at Duke University through the newly launched Duke Short-Term Volunteer Opportunities portal, tailored to match your schedule and location preferences.

Duke Alumni Engagement & Development is here to help match your skills and interests with meaningful opportunities! For additional information and assistance, please contact the Volunteer Engagement team at alumni-volunteer@duke.edu or by calling 919-684-5114.

VOLUNTEERS BY THE NUMBERS

15,138 alumni volunteered for Duke last year

60+ volunteer boards across Duke University

52 volunteers recognized for their service during the 2023 Duke Alumni Awards Ceremony at Homecoming
Volunteer Education and Trainings

Whether you are in Durham or volunteering for Duke around the world, you have access to these educational resources to help enhance your volunteer experience and make a meaningful impact in the community.

Learn nine tips from The Kenan Institute for Ethics on how you can make the best contributions while volunteering. Then, explore video resources from units across campus.

Video Resources

We believe education is critical in a volunteer’s journey. Therefore, the Volunteer Engagement team actively creates and curates training resources and experiences that benefit all volunteers. In addition, we also support volunteer managers, the Duke staff all across campus who work directly with volunteers daily.

- Volunteering with Values
- Updating Your Duke Alumni Network Profile
- Data Privacy
- Empowering the Duke Network: Orientation to Duke Career Resources for Alumni

Better Together: Volunteer Education Series

In the 2023-24 academic year, Volunteer Engagement partnered with the Forever Learning Institute to offer the “Better Together: Volunteer Education” series to alumni and volunteers.

Programming includes sessions from Duke’s Kenan Institute for Ethics and Office of Durham & Community Affairs. In addition, our skill-building sessions and “deep dive” discussions help volunteers reflect on their own volunteer experiences and learn from each other.

Pre-recorded videos from the series include:

- Ethics of Helping
- Making it Count
- Getting to Know Your Community
- Volunteer Impact Panel Discussion

Bookmark our Volunteer Resources hub to find additional volunteer education resources. Don't forget to register for upcoming virtual events!
Communications Resources

Leveraging your personal networks can amplify the impact of your volunteer efforts. Here are few tools you can use to celebrate your service at Duke while also inviting others to join the Duke volunteer community.

Social Media Images and Posts

In honor of Volunteer Month in April and the Duke University Centennial this year, you can tailor your messages to celebrate and recognize this special occasion. Every volunteer’s story is different, so feel free to share the impact of your service in your unique voice!

Where to find images: Click here to access the shared folder of corresponding social media images specifically for Duke volunteers, including:

- Facebook and X (formerly Twitter) Post
- Instagram Post
- Instagram and Facebook Stories
- LinkedIn Background Photo
- Zoom Background

<table>
<thead>
<tr>
<th>General messages</th>
<th>Volunteer Month messages</th>
<th>Centennial messages:</th>
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<tbody>
<tr>
<td>• Excited to share my journey of service with Duke! As a volunteer, I’ve had</td>
<td>• Grateful to be part of the incredible #ForeverDuke volunteer community during</td>
<td>• @DukeUniversity is celebrating its centennial year! Learn more about how to</td>
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<tr>
<td>the chance to connect, inspire, and contribute to Duke and my community.</td>
<td>Volunteer Month in April! Here is more about my story… [Add personal touch]</td>
<td>join fellow alumni and friends at our Centennial events throughout the world.</td>
</tr>
<tr>
<td>#ForeverDuke</td>
<td></td>
<td>Learn more at <a href="https://alumni.duke.edu/discover/events">https://alumni.duke.edu/discover/events</a> #Duke100 #ForeverDuke</td>
</tr>
<tr>
<td>• I am a proud member of the Duke volunteer family! Whether it’s mentoring or</td>
<td>• I’m a proud #ForeverDuke Volunteer! How are you making a difference for Volunteer</td>
<td>• As @DukeUniversity celebrates 100 years, the university is reflecting on its</td>
</tr>
<tr>
<td>planning events, I am thankful to contribute to Duke and my community.</td>
<td>Month in April? Share your volunteer stories, and let’s inspire others to join the</td>
<td>past and preparing for its future. Learn more about the extraordinary events,</td>
</tr>
<tr>
<td>Join me in making a difference! #ForeverDuke</td>
<td>movement!</td>
<td>people, movements and movements more at <a href="https://alumni.duke.edu/discover/events">https://alumni.duke.edu/discover/events</a> #</td>
</tr>
<tr>
<td><a href="https://alumni.duke.edu/engage/volunteer">https://alumni.duke.edu/engage/volunteer</a></td>
<td></td>
<td>Duke100 #ForeverDuke</td>
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General Tips for Social Media

- **Use images.** If posting about volunteer service, we recommend choosing an image from our shared resources or you can use your favorite pictures from your time at Duke.
- **Be conscious** when sharing images from volunteer service, especially if your photo includes photos of community members. Don’t share photos of minors, including children under 18, without a guardian’s consent.
- **Include the hashtag #ForeverDuke** in all your posts on Facebook, X, Instagram, and LinkedIn to have your post included with conversations related to Duke.

Follow our Forever Duke accounts (@dukealumni) to share or repost any of our content. Following the Duke account ensures we can also see your posts for resharing, too!


Follow Forever Duke on Instagram: [https://www.instagram.com/dukealumni](https://www.instagram.com/dukealumni)

Follow Forever Duke on Facebook: [https://www.facebook.com/dukealumni/](https://www.facebook.com/dukealumni/)


Amplifying Volunteer Voices
Sharing volunteer stories can serve as a powerful tool for encouraging those in your network to get involved. Below are a few ways to highlight yours or a friend’s volunteer experiences and invite others to join you in service.

**Share A Duke Volunteer Story**
Do you know an amazing Duke volunteer? (Yourself included!) We want to hear about it. Please take 5 minutes to share a volunteer’s story with us [here](https://dukealumni.edu) for a chance to be featured in our first Duke volunteer spotlight campaign!

**Handwritten Notecards**
Volunteers can send out a handwritten note of thanks or recognition to a fellow volunteer. Contact the Volunteer Engagement team at alumni-volunteer@duke.edu to request a set of notecards.

You can also download our e-notecard image to add to email thank you notes! Just place the image at the top of your email window, and write your message below.
Email Outreach Templates

Message 1: Invitation to Volunteer (General)
I know you are interested in making a positive impact in our community, so I wanted to share my volunteering experience at Duke and extend an invitation to join me!

Duke believes in the transformative power of collective action, where individuals like you and me play a pivotal role in creating meaningful change. Having dedicated my time to [program/area of focus] at Duke for [time period], the experience has been incredibly rewarding. It's inspiring to witness the tangible difference we can make together.

Want to learn more? Contact the Volunteer Engagement staff at Duke Alumni Engagement & Development via email at alumni-volunteer@duke.edu or by calling (919)-684-5114. Whether you can spare a few hours or want to commit to more long-term engagement, you can find your place in our community of volunteers. Additional information can be found on our Volunteer at Duke website.

Thank you for considering becoming a Duke volunteer! I look forward to the possibility of working together to create positive change.

Message 2: Invitation to Volunteer (Centennial Focus)
As you may have heard, throughout this year Duke will celebrate its centennial year, marked by James B. Duke's indenture of trust that transformed Trinity College into a comprehensive research university. I've learned that Duke Alumni Engagement and Development (AED) will join the university in hosting hundreds of special events and programs designed to bring together the entire Duke community and provide a historic opportunity to recognize Duke's extraordinary past, communicate the impact of the present, and look toward the potential of Duke's future.

I want you to be involved, too! There will be many opportunities to participate in unique events celebrating our centennial year and to make an impact through your time, treasure, and presence. You may have heard about the “Year of Engagement,” which is an initiative AED is taking on to mobilize the Duke alumni community and provide new opportunities to engage with our alma mater. Discover Centennial programs and events, and reach out to the Volunteer Engagement team at alumni-volunteer@duke.edu to learn how you can get involved!

Message 3: Recognize a Fellow Volunteer
I hope this message finds you well! I wanted to take a moment to express my heartfelt appreciation for the incredible work you've been doing while volunteering for [list program or area of focus]. Your dedication and impact have not gone unnoticed, and it truly deserves recognition.

Your recent efforts in [mention specific activity or achievement] have made a significant difference and added great value to our community. Thank you for going above and beyond in your role as a Duke volunteer!

I wanted to share this accomplishment with the Duke community and have copied alumni-volunteer@duke.edu in my message. This way, your outstanding contribution can be celebrated more widely by the Volunteer Engagement team and with Duke Alumni Engagement & Development.

Thank you again. Your passion and commitment truly make a difference!
Centennial Resources

Duke Alumni Engagement and Development has created a dedicated landing page for our alumni to stay up-to-date on all things Centennial. Visit the Duke Alumni Centennial page for the latest on campus, online, and regional events.

In addition, our team has designed several initial assets you can use as you communicate throughout Duke's centennial year. Please find volunteer-branded Zoom backgrounds, social graphics and PowerPoint templates in our Box folder.

Thank you!

Your dedication and passion are the driving forces behind Duke's success. We aim to connect Duke volunteers with a range of opportunities to advance each person towards their volunteer goals. For questions or to find your next volunteer role, please contact us at alumni-volunteer@duke.edu or call 919-684-5114.