DUKE ALUMS ENGAGE

April 24-May 3, 2015

Logistics Webinar

Thursday, March 12, 2015 2:00 p.m.
Welcome and thank you for joining us!

DAE Logistics Overview - 10 minutes
Q&A - 20 minutes
Duke Alumni Association
Regional Directors

Erica Gavin ’95
Kate Kemery
’95 Dave Schmidt ’07
Angela Karl – Operations Coordinator

Liz Jackson
Chris O’Neill
Nicole Silvanic
Today, We’ll Discuss:

• How to find leaders in your city
• Identifying and confirming your partner organization
• How to recruit volunteers for the event
• How to prepare for project day; what to expect
Today, We’ll Discuss:

• Planning for pre- and post-service feedback & reflection

• How to follow up after your event

• DAE = alumni, family, friends and colleagues
FIND Leadership

- Identify key leaders in your city
  - Regional alumni association
  - Network at local events
  - Ask DAA for guidance

- Create a small, dedicated planning committee (3-4 volunteers)

- Meet in person, via phone and/or e-mail

- Identify potential community partners and select a project date
Consider societal issues that need to be addressed in your city

Is there an existing relationship with an established organization?

Are the organization’s goals consistent with the alumni group?

Does the organization have a good track record with volunteers?

Will all alumni feel welcome? Avoid projects that promote activism, advocacy, religious or political goals

Does the size of the project match the number of volunteers that may attend?
IDENTIFY & CONFIRM
Your Partner Organization:

• Interview potential partners; stress “potential” until confirmed

• Define specifics for the day; what will alumni/partner do?

• What do you and the partner hope to accomplish?

• Can children volunteer? If so, how young?

• Indoor or outdoor project? How will the weather impact?

• Can this be an ongoing project?
• DAA will send invitations to potential volunteers in your city

• A follow-up e-mail to respondents may include additional info:
  • Link to a Facebook event page
  • Carpooling opportunities and alternative transportation
  • Directions to project site
  • Special instructions from the project leaders

• Get permission from participants for photograph use and email sharing
PREPARE for project day

- DAA will send name tags and a Duke banner to display at event
- What are the hours? Is there any pre-event set-up required?
- Will you offer lunch? (Who will pay? Pick up? Set up?)
- Encourage volunteers to wear Duke gear
- Do you need a rain plan?
- Walk through an on-site “dress rehearsal” with the project partner
• Will there be any costs? How will you raise the money?

• Who will do what? Assign team roles

• How will we document the event? Photographer, volunteer lists

• Letter from DAA President; ask partner to speak (Pre-Reflection)
• Pre-Reflection (5-15 minutes)
  • Ask the partner to describe its mission and challenges
  • Ask volunteers to reflect on why they are participating, what they know and don’t know about the issue being addresses

• Reflection in Action
  • Encourage volunteers to think, talk, listen and ask questions

• Feedback & Reflection
  • Prepare questions that can be read during pre-reflection
  • Refer to training document for Feedback & Reflection
  • Join “Feedback & Reflection Webinar” on April 2 at 2:00 p.m.
• Reflect on successes and challenges (event day and planning)

• Consider changes that you might make next year

• DAA will create surveys to distribute to partners and participants

• Share lists, photos and comments with DAA

• Send thank you notes to volunteers, partner(s) and sponsor(s)
WHERE to Find Help

- DAA Website [www.dukealumsengage.com](http://www.dukealumsengage.com)
- Training Materials
  - DAE Leader Guide
  - Choosing a Community Partner
  - Planning and Executing an Event
  - Guidelines for Thoughtful Engagement
  - Examples to Get Started
  - Informational Webinar
  - Logistics Webinar
- Current and Past Projects
WHERE to Find Help

• Follow us on Facebook
• DAA Staff: Erica Gavin ’96, Liz Jackson, Angela Karl, Kate Kemery, Chris O’Neill ’95, Dave Schmidt ’07 and Nicole Silvanic
DAE Volunteers

Alumni     Family     Friends     Colleagues
Questions, Comments and Discussion
Thank you for being a part of this unique service opportunity!

Forever Duke!