



## Group Volunteering Toolkit

*Hey Student Orgs!*

You probably already know a little bit about The 10,000 Hours Show, the local group that helps reward volunteers by hosting a concert just for those who complete 10 hours of community service. (If you don't that's ok – you can read all about us in the “About 10K” section of this toolkit!) The toolkit is designed to tell you all about how to **bring 10K to your organization**, and how to **become more visible in the community through registering with 10K!**

Enclosed in this packet are the supplies and information you need to get a group together from your organization and go out to volunteer! There is a sign up sheet, some helpful tips to creating a successful event, and the contact info of anyone you may need along the way.

Volunteer service is an integral part of our time at the University, and this is your chance to bring that opportunity to the members of your organization!

because together we rock.

10K of Eastern Iowa

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## II. About the 10,000 Hours Show of Eastern Iowa:

The 10,000 Hours Show is a student organization at the University of Iowa that engages students in the community through **volunteering** then celebrates at the end of each year with an **awesome free concert!** This year we are also offering great reward events for volunteering throughout the year. It only takes 10 hours, and you can get involved with hundreds of non-profits within walking distance of campus. Go to [www.10000hoursEI.org](http://www.10000hoursEI.org) to check it out!

## III. Here's how it works:

1. Get your organization **signed up for 10K!**
  - It's easy! Just go to [www.10000hoursEI.org](http://www.10000hoursEI.org) and click Volunteer Now!
2. **Find a non-profit** that interests you and would fit your organization
  - At [www.corridorvolunteers.org](http://www.corridorvolunteers.org), there are hundreds of non-profits and opportunities
  - Non-profits have different volunteer capacities. Check out their website for specific requirements
3. **Contact** the non-profit
  - Phone is best, but email is ok too
4. Post information about your organization's volunteer event and how to sign-up on your website
  - Post an email address and encourage people to email you to sign-up
5. Print off the easy-to-use **sign up sheet** (below)
  - Pass around the sheet at your next group meeting and encourage your members to get involved
6. Confirm the total number of volunteers with your group and with the community agency that you will be volunteering with.
7. Get out there and do it!
8. Keep track of your total number of hours.
9. **Log your hours** for 10K and **go the concert!**
  - At [www.corridorvolunteers.org](http://www.corridorvolunteers.org), log in with your username and password and click 'Log Hours'

## IV. Tricks of the Trade:

Just in case you're new to the volunteering scene, here's a few quick tips to make it run smoothly:

- prep your organization! Remind them that they are making the community a better place!
- if you're volunteering outside, dress for the weather! Think about raincoats, closed toed shoes or gloves!
- wear clothing that can get dirty
- be polite to your hosts and let them know if you need anything
- bring lots of water!
- be aware of what you're getting into (if you have a dander allergy, don't sign up at the animal shelter)

How to contact a non-profit:

- Check out their website for a phone number and a calendar of opportunities
- Call with a date in mind, and an approximate number of people
- Get a contact name and number
- Be polite!

**V.** (the world's easiest) **Organization Sign-Up Sheet** can be found in the document entitled "Organization Sign-Up Sheet" on this CD.

**It's easy!** Just print it out and tack it on!

## VI. Non-profits and Links:

Here's some great non-profits nearby:

Habitat for Humanity – <http://www.ivhfh.org>

Big Brothers Big Sisters - <http://www.bbbsjc.org>

Children's Miracle Network - <http://www.uihealthcare.com/cmn>

Crisis Center - <http://www.jccrisiscenter.org>

Domestic Violence Intervention Program - <http://www.dvpiowa.org>

Emma Goldman Clinic - <http://www.emmagoldman.com>

Iowa Department of Natural Resources <http://www.keepersoftheland.org>

Women's Resource and Action Center <http://www.uiowa.edu/~wrac>

Miracles in Motion <http://www.miraclesinmotion.net>

Iowa City Ronald McDonald House <http://www.rmhciowacity.org>

Friends of Historic Preservation <http://www.ic-fhp.org>

Johnson County Salvation Army <http://www.icsalvationarmy.org>

Make-a-Wish Foundation of Iowa <http://www.iowawish.org>

The Englert Theater <http://www.englert.org>

Johns County Safe Kids Coalition

[http://www.mercyiowacity.org/jc\\_safekids/index.html](http://www.mercyiowacity.org/jc_safekids/index.html)

## **VII. Why Volunteer in the Community?**

Community service is not only good for the community, but also for your organization! Even though you might never directly need services provided by local nonprofits, as members of the Iowa City community it's important to keep in mind that there is a significant population of people who do rely on these organizations. While we all hope that we never need counseling services, emergency shelter and food, or other similar services, it is nice to know that they are available. Also, there are many local nonprofits that provide services we all benefit from, such as the environmental protection services of the Iowa Department of Natural Resources.

Not only is it rewarding to show your appreciation for the local nonprofit organizations in our community, but volunteering will also increase your organization's visibility off-campus and increase the bonds of friendship within your organization. These are three great reasons to volunteer, so what are you waiting for!?!

## **VIII. Scheduled 10K vMeets**

vMeets are planned days of service where there are many one-day opportunities for volunteerism. vMeets are an easy and fun way to get your group involved!

### **2007 vMeets:**

Make a Difference Day – October 28, 2007

Martin Luther King, Jr Day of Service – January 21, 2008

more to come...

## **IX. 10K Contact Information**

If you have questions or want more information, email us or check out these helpful websites!

Email: Gillian Grady at [10KEI@grassroots@gmail.com](mailto:10KEI@grassroots@gmail.com)

[www.10000hoursEI.org](http://www.10000hoursEI.org)

[www.corridorvolunteers.org](http://www.corridorvolunteers.org)