Dartmouth Alumni Day of Service

Frequently Asked Questions

What is the Dartmouth Alumni Day of Service?

The Dartmouth Alumni Council's Alumni Service Committee invites fellow alumni to join in the 2nd annual Dartmouth Alumni Day of Service on Saturday, May 7, 2016. The day is designed to provide opportunities for Dartmouth alumni, friends, and family to give back to their local communities while strengthening ties with fellow members of the Dartmouth community.

Service project coordinators will work within their community to partner with a program/organization for the Day of Service on May 7. It is our hope that Dartmouth communities around the world will enjoy being a part of this meaningful day of community service and alumni fellowship.

I already volunteer in my community. Why should I participate in the Dartmouth Alumni Day of Service?

Dartmouth alumni are a vibrant group, engaged with their communities in countless ways. The Alumni Day of Service is meant to celebrate that involvement, offer new opportunities for service, and help strengthen Dartmouth bonds.

Who should I contact with a question about a particular project?

We will post projects and a contact name on the Alumni Day of Service webpage at http://alumni.dartmouth.edu/leadership/DayofService. If you cannot locate the information you seek, please contact us at Alumni.Day.of.Service@dartmouth.edu.

Who should I contact if I have an idea for an Alumni Day of Service project in my area? What if there is no project planned in my area?

Please contact us at Alumni.Day.of.Service@dartmouth.edu if you have a project you plan to do or another service activity you are involved with. We will include this as well.

Can family and friends participate in an Alumni Day of Service project?

Absolutely! We hope that all ages will participate in the Alumni Day of Service. Please check with your service project coordinator first to be sure the project can accommodate children or those of differing abilities. Friends of the Dartmouth family are welcome to participate as well.

Who should I call with questions on the actual Day of Service?
Please contact the service project coordinator in your area (contact information listed on webpage).

**What if I want to volunteer money, not time?**

Please coordinate with your service project coordinator to send your donation directly to the partnering nonprofit or agency.

**May I take photos of alumni working to post on Facebook or other social media?**

This is a great way to recognize the efforts of your team and create a sense of camaraderie. We can share photos through Alumni Relations social media. Please check with your contact at your partner organization if there are any restrictions or guidelines on photography.
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Service Project Coordinator Duties

Thank you for your interest in coordinating a Dartmouth Alumni Day of Service project. Here is an outline of tasks that we hope you will find helpful in managing this event.

1. **Choose your activity and site.**

   It may prove helpful to work with a committee, team, or other interested alumni as you plan your Alumni Day of Service. This will also help create a sense of inclusion. Talk to the leadership of your local club or other Dartmouth alumni who work at or serve on the boards of local non-profits. Do be sure to ask about age or other restrictions as we hope to make the projects as inclusive as possible for many ages and abilities. Service projects planned on days that are close to but not precisely on the exact day of May 7 due to scheduling conflicts or convenience are welcome as well and will be credited towards the larger Alumni Day of Service; we understand that this is a busy time of year with the start of spring!

There is no central theme to be followed or designated agency with which to partner for the Alumni Day of Service; this is up to the coordinators and their committees. A club may already have a community service chair, a nonprofit they work regularly with, or individual alumni may have a special connection to a nonprofit they would like to pursue.

2. **Register your Alumni Service project on the Dartmouth Alumni Day of Service website and open online registration**

   Please register your project on the Dartmouth Alumni Day of Service website at [http://dartmouth.imodules.com/eventsubmission](http://dartmouth.imodules.com/eventsubmission) by March 11th, if possible. Once we receive the registration for your project, we will contact you shortly afterwards with information about the online registration form that we will create for your project. The registration form, created through iModules, will enable your participants to easily register online. As the project coordinator, you will be able to access the registration list, an email list of participants, and other information pertaining to your individual program.

3. **Coordinate with staff regarding project details.**

   As the service project coordinator, you will need to work with the contact at the potential partner organization to establish the details of the work to be done, materials needed, volunteers involved, and the hours planned. If at all possible, if yours is an outdoor activity, create an alternative option for the same time in case of rain or inclement weather. Establish a location at the site to register participants as they arrive and receive instructions.

4. **Coordinate with your local club.**
Please be sure to connect with your local Dartmouth regional club president so they are aware of what is being planned, so as to coordinate activities and promote the event. You may already be the community service chair for your alumni organization (regional club, class, affiliated group, etc.), in which case you can draw on the structure of the organization to recruit volunteers. This is also a great opportunity for a mini-reunion of your alumni group.

5. Recruit volunteers.

Publicize the Alumni Day of Service on your club, group or class website and in the newsletter. Recruitment emails may be sent through your local club or through your alumni councilor. You may find your councilor's name here. Ask your Dartmouth friends to help spread the word and visit the Alumni Day of Service website! Send out written or email confirmations to those who are interested and give details for the site: time and location of the project, directions, parking, hours desired, and what to do in event of rain for outdoor projects. Remind participants to wear Dartmouth gear, if they desire, to bolster the sense of community. Encourage picture-taking and of course, thank them in advance for volunteering!

6. Execute the plan.

On the morning of May 7, please arrive early and stay through the duration of the project. You'll want to set up a registration table with the help of your agency partner, along with a sign in sheet, name tags and pens. Assign a fellow alum to greet volunteers as they arrive. Donations of water or snacks from the local Dartmouth club or a generous alum can boost energy and spirits. It is great if people wear Dartmouth green on the day.

Gather your volunteers before you start the project to introduce the project and the mission of the organization and ask participants to introduce themselves and state their Dartmouth affiliation.

Designate a volunteer to take photos or videos and/or generally encourage picture-taking. These can be shared with local clubs or classes, on the Dartmouth Alumni Day of Service website, or the Dartmouth Alumni Facebook page after your event. Please consult your main contact for the non-profit you are working with regarding any restrictions they might have pertaining to photographs.

Be sure that volunteers have a contact name, email address and phone number in case of questions or concerns about the service on May 7.

Celebrate a job well done!

Now that Dartmouth alumni and friends have enjoyed a productive experience working together, some refreshments and social time are a great way to reinforce our Dartmouth connections. Perhaps you or a committee member might coordinate a bring-your-own picnic lunch or a gathering afterwards at a local establishment.
Thank you again for your interest in the Dartmouth Alumni Day of Service! If you have a question, please consult the Alumni Day of Service webpage or send your questions to Alumni.Day.of.Service@dartmouth.edu.
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Promoting your Dartmouth Alumni Day of Service project

• Club, class and group newsletters are a great way to communicate news about the Day of Service, both before and after. Take photos or brief videos and post on your club or class websites. Please consult your main contact for the non-profit you are working with regarding any restrictions they might have pertaining to photographs.

• Ask participants to share their photos and description of their experiences by posting them on the Dartmouth Alumni Facebook page, Twitter feed, and Instagram, as well as on their own social media sites.

• Ask participants to send photos and testimonials to the Alumni Council at Alumni.Day.of.Service@dartmouth.edu for possible inclusion in further communication.
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Registration