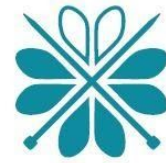




Hearts Knit
TOGETHER



Tips for a Successful Service Event

Determine Scope of Event

Plan on bringing your committee to our project room for a tour and to discuss with Linda Simmons the scope of the event you wish to plan.

- **Smaller groups:**
 - You may wish to sew or craft some of the hand-made items included in the kits.
 - These could include: jingle boxes, hearts, hair bows, matching baby layette sets (quilt, 2 receiving blankets, 2 burp clothes and 2 bibs), book bags, lacing kits for toddlers.
 - Download Sewing and Craft Project List from our website www.heartsknittogether.org
 - Download instruction sheets as needed
 - Collect toothbrushes & toothpaste and put it into small bags for children's kits
- **Larger groups:** you could combine any of the following, or choose one project to participate in
 - **Sewing or craft projects**
 - Download Sewing and Craft Project List from our website www.heartsknittogether.org
 - **Refugee:** 50 women, 50 men or more if your group is large
 - Come to the project room for a demonstration on how to put the kits together. There is also a video on our website with instructions
 - See Best Practices for Refugee Kits
 - **Police Kits:** We give to the police departments in the state of Utah
 - If this is the project you choose, you may come into our project room to compile the kits or collect the items needed and compile them at your location

Determine the length of time you wish the event to take

- If this is a large whole day event, there are additional suggestions below to help make it successful.
- For smaller groups you can keep it much simpler.

Linda Simmons 801 598 3218 linda@heartsknittogether.org

www.heartsknittogether.org

3959 West 1820 South, Salt Lake City, UT 84104

(East side, south side)

Co Project Chairman/ Project leaders

- Call 2 individuals to co-lead the entire project
- Call project leaders to oversee each project

Committee Set up

- Encourage your committee chairmen to make the craft items well in advance of the event and have either the instructions on a poster or copies available for those making the crafts
- Bring samples of the craft to display for volunteers to see the quality of the items

Advertising

- Start advertising early
- Hearts Knit Together can get you pictures of the sewing and crafts items to put into your posters and advertising pieces
- Handouts to give to participants
 - Donation Slip
 - List of items to donate
 - List of most needed items
- Advertise several months in advance

Preparing for Day of Service

- Assign groups to work with project leaders to cut out and prepare the items that will be sewn
- If possible you could place boxes around your organization's location so individuals can bring items they are donating (i.e. hygiene, towels etc.) Assign someone to pick up the items in the boxes each week.
- Arrange some drop off points for sisters to drop items off during the week

Display

- Arrange to get samples of the Welcome Kits we deliver to the shelters or samples of the Refugee Kits to show to those participating in the Service Event.

Day of Event

- Have a sign-up sheet so you can see the # of people participating in the event
- Have a room with snacks and a simple lunch that the volunteers can enjoy during breaks
- Display the items being donated on the stage of the cultural hall, so the participants can see all the wonderful items going to the charity
- Every hour or so during the day read the notes we've received from our recipients, or the list of where we serve to the participants, so they can learn more about Hearts Knit Together. It brings a sweet spirit to the day and helps the participants know where they are serving
- Be sure to keep an inventory count of all donations. Everyone is curious how many items are donated

Day of Service

- Make sure project leaders bring all the necessary items to complete the craft; i.e. sewing machines, thread, iron and ironing board, etc.
- Place a poster on or near the table the project will be completed, include a sample of the items being made, instructions and the importance of taking great care in producing the projects)
- On a frequent basis throughout the day, **remind the participants that this is not about quantity, but it is about QUALITY.**
- Share comments made by recipients of the welcome kits and explain what Hearts Knit Together is all about. Everyone loves hearing about who their contributions are aiding.

Donating Items

- Download Donated Items List, and Most Needed Items list from our website www.heartsknittogether.org
- Make sure everyone involved in the Service Event gets copies of the lists so they can be looking for needed items when they shop.
- Involve corporations in the community in getting donations, either cash or items on the Donate items list
- Encourage people to donate goods or money

Collecting the Donations

- One large group divided the adult kits Each smaller group representative was responsible to insure they had all of the items needed for the assigned kits
- It has been recommended that you assign the Event Committee member or someone in the smaller groups to keep track of these sign-up lists, so follow-up can be successful.
- It is recommended that you set up a donation bin in a prominent place at the location to collect items being donated.

Delivering Donations

- Be sure to fill in the Donated Inventory Tracking Form. Make as copy as this will be a great thing to share with your sisters
- Please deliver all donations to our Project Room: 3959 West 1820 West, Salt Lake City, (east end-south side) Project Room Hours are Tuesday, Thursday and Friday 1:00-5:00 pm.

Post Event

- It's fun to make up a poster with pictures of all who participated in the event and provide a list of all the items that were donated, or completed during the Day of Service.

For more ideas, please visit our website: www.heartsknittogether.org. Also call Linda Simmons to schedule a visit to your group.

We look forward to working with you to help make your Day of Service a big hit!

Most importantly have fun and know that your service is appreciated so much by Hearts Knit Together and the families we serve.