



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, Card kits for teens, etc.
 - 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
 - Check out the website for detailed instructions on setting up rooms and organizing kits

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 Suite F
(East side, south side)

Who to invite

- If possible include all young women from 8 and up (If this becomes a tradition, it will help these young women transition into RS)
- Coordinate this activity with the Stake Young Women so that there is one service project serving the entire stake.

Co Project Chairman/ Project leaders

- Call 2 sisters to co-lead the entire project
- Call project leaders to oversee each project
 - One idea is to call an adult and one young woman to be over each craft

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 YW groups to work with project leaders to cut out and prepare the items that will be sewn
- If possible you could place boxes in each RS room in your stake for sisters to 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 sisters 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 sisters, so they can learn more about Hearts Knit Together. It brings a sweet spirit to the day and helps the sisters 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 sisters 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. The sisters love 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
- Get authorization from the Stake President to use the tithing slip for all monetary donations. Recommend putting Stake Day of Service on the other connotation on the tithing slip

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 church to collect items brought during church hours.

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)

Post Event

- It's fun to make up a poster with pictures of all the sisters who participated in the event and provide a list of all the things 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. If you choose to do refugee kits email your questions to Joy Mann at refugees@heartsknittogether.org.

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