

# ONE-DAY EVENTS & ACTIVITIES



# TABLE OF CONTENTS

---

## TABLE OF CONTENTS:

<b>Fitness and Activities</b>	<b>3</b>
Fitness Training in the Park	4
Other Fitness and Activities Ideas	6
<b>Festivals &amp; Events</b>	<b>7</b>
Community Children's Fair	8
International Festival	14
<b>Helping the Community</b>	<b>15</b>
Health Fair and Medical Clinic	16
Other Community Events	24
<b>Families First</b>	<b>28</b>
Tutoring Mentoring Program	29
Summer Day Camp	36
Sponsor a Children's Play Group	43



# FITNESS & ACTIVITIES

# I. FITNESS TRAINING IN THE PARK

## ORGANIZER'S NOTES AND INSTRUCTIONS

**Description:** Fitness Training in the Park provides a free service to the community and is held at a neutral location. This kind of community program can attract a wide range of participants, and build lasting friendships.

## PLANNING THE PROGRAM: FIVE QUESTIONS TO CONSIDER

1. Do you have permission to meet? Ask the city if there are any special regulations or permits required to use a particular park on a regular basis.
2. Determine how long the course will run. How often will the group will meet, once a week or twice, and for how many weeks. You may want to have a start and end date. For example, offer a 12-week session and then take a break for a month before starting up again. Determine how long you want each session to run—30 minutes? 90 minutes?
3. How will you advertise? How will you publicize this event in the community? Who will be your target audience? The following are some groups to identify and build bonds with:
  - New mothers
  - Church groups
  - Seniors or young adults
4. Who's leading? Who will be the exercise leader? Is there someone in your religious community who can lead the sessions? Is there a local exercise coach at a local gym who would be willing to lead the class?
5. With whom can you partner? Are there other organizations in the community with whom you can build relationships such as a local woman's health clinic or a group that works with seniors? Is a neighboring church group interested in helping sponsor the program?

## FITNESS & ACTIVITIES

---

### GETTING STARTED:

The purpose of the Fitness Training in the Park program is to get people moving and remain active. You can even start with a walking club to generate interest.

Decide what kind of exercise regimen you will offer. Depending on your particular audience, age, and gender, the kind of exercise program you offer will determine who you attract. Here are some popular exercise regimens that can work in a park.

- New moms exercise class to help lose weight gained during pregnancy

- Working the body's core

- Stretching and conditioning

- Stretches for relaxation and fitness

- Fat burning

- Toning muscles

- A 60-minute hard-core workout

- Exercise for beginners

### SAMPLE AND SIGN UP

Invite the public to join a free fitness session on a Sunday morning, and then encourage those who attend to sign up for the full course. Limit class size to 20 people, and give participants a tee shirt that says, "I Survived Fitness in the Park, Sponsored by the Life Hope Center" upon completion.

### FOLLOW-UP ACTIVITIES AND PROGRAMS

As you build rapport with the attendees, begin to plan other activities or seminars. In addition, some of the new participants may be interested in organizing a health fair through the Life Hope Center. You can also invite the participants to attend healthful cooking or nutrition classes. Class members will tell you what they're interested in, so ask.

### IMPORTANT SOCIAL INTERACTION

One of the benefits of organizing a fitness program is to introduce people to other like-minded individuals, so plan a social interaction component after every exercise session. You can have a refreshment station that allows people to linger after the workout to socialize and build community.

## II. OTHER FITNESS AND ACTIVITIES IDEAS

### **SPONSOR A COMMUNITY 5K RUN**

Mini-marathons are popular, and can be a great fundraiser for non-profit organizations. Plan a 5k event that starts and finishes at your Life Hope Center. Allow runners to sign up to be sponsored by friends and family to raise funds for the center, or charge a small fee for those who wish to run just for the fun.

Publicize that all proceeds from the race will benefit local non-profit organizations or help fund specific projects in the community. Host an awards ceremony after the run, and give awards for various categories of runners, such as under 10 years, 10 to 17 years, 18 to 40 years, 40 to 65, 66 to 79, and 80-plus years for both men and women. You might also wish to include awards for those running with disabilities.

### **SPORTS ON SUNDAY**

Most communities hold community sporting events such as soccer and baseball games on Saturdays, which eliminates Jewish and Adventist members of the community as well as anyone who has regular obligations on that day. If your community has an interest, initiate a Sports on Sunday program for the members of the community who otherwise wouldn't take part in the Saturday games. Members of one church who formed a sports league to play on Sundays found their children's teams grow from 40 kids to more than 100 in two seasons. As a result the local town loaned the use of two soccer fields free of charge to support the program.

To form such a program, scour the neighborhood for sports-minded adults who can mentor the kids' teams, provide referees and coaches, and seek out community sponsors that can provide equipment, tee shirts, and a space to play in exchange for a little publicity.



# FESTIVALS & EVENTS

# I. ORGANIZE A COMMUNITY CHILDREN'S FAIR

## ORGANIZER'S NOTES AND INSTRUCTIONS

**Developing Your Team:** Make sure you have 3 to 6 months to plan for this event. You will need a planning team of 6 to 8 people to organize the fair.

Your planning committee should consist of hardworking individuals who have had experience organizing other programs and events. The people who serve on this committee must have influence, follow up on assigned tasks, and can build a team to help see plans through to completion. Each member of the committee should have 5 to 7 individuals working with them to complete their assignments.

## PLANNING COMMITTEE MEMBERSHIP AND RESPONSIBILITY

**Public Relations and Marketing:** The Public Relations and Marketing team is in charge of making your event known to the community. They need a robust group of people to get the word out. The public relations team will be responsible to produce posters, fliers, and digital art as well as use social media, website, and interviews to promote the event. In addition, the public relations team should be prepared to hire or act as photographers and videographers to capture the event for future reporting and publicity.

**Finance and Fundraising:** The person responsible for finances should plan ways to raise additional money as well as allocate funds from the fixed budget. The chairperson should build a team of 3 to 5 people to seek corporate and local business sponsorship of the event.

**Volunteer Recruitment:** The leader of this committee will recruit, welcome, and train volunteers. The team will work closely with the Games and Activities committee to determine the kind of games, and number of volunteers needed during the event. In addition, the volunteer recruitment team will oversee training volunteers, developing emergency protocols in case there was a disastrous event such as a fire, distribute staff identification badges and appropriate volunteer t-shirts.

**Games and Activities:** This committee will determine how many and what types of games and activities will occur at the event. The committee will also plan special shows or presentations such as musical selections from a local band. The leader will



## FESTIVALS & EVENTS

---

work with the purchasing and acquisitions committee to order the supplies, games, and large equipment needed.

**Purchasing and Acquisitions:** This committee will order all of the supplies, games, equipment, etc., for the event. They will work with the other committees to ensure that all supplies have been ordered and logged. Be certain to work with vendors to get the best prices and maximum discounts. Ask your team to create a list of 10 businesses in your local community. Invite these local vendors to become sponsors of the fair.

**Community Liaison:** This team will work with all of the community organizations, schools, and volunteer groups to build good will. Once relationships are built, you can ask these groups to partner with you on this event. For example, if there is local food market in your neighborhood, ask them to support the fair by selling a specific product (cashews, health drinks) at the fair. This will provide visibility for the local merchant, and simultaneously build good will. You can also ask for volunteers from their organization, ask them to serve as corporate sponsors, and organize a special program or show during the fair. For example, if you are partnering with a local elementary school, ask their choir or band to perform at the event.

### 6-MONTH CHECK LIST

- Set the date and time for the fair.
- Secure a location for the event. If possible, try to hold the fair on or near the grounds of the Life Hope Center to give the best exposure for the center and to let the community know what the center does.
- Visit the local elementary school principals and invite the school to participate in the community event.
- Develop a planning committee. Include two people from the community on the planning committees. Ask a local merchant or an elected official who already has a community connection.
- Find 10 community individuals or businesses to help sponsor the event.

### 4-MONTH CHECK LIST

- Secure and reserve major rental games (i.e., moon bounce, etc.). Double check with the rental company that they will deliver, set up, and pick up the equipment on specific dates.

## FESTIVALS & EVENTS

---

- Secure a graphic designer to help develop posters and logos.
- Invite a community printer to be an official sponsor of the event. Ask them to donate the cost of the printing or offer a heavy discount in exchange for the publicity and acknowledgement.
- Make an appointment with the community liaison officer from your local police department. Ask them to bring a team of officers to provide educational presentations at the event.
- Make an appointment to meet with the fire department captain. Ask the fire department to bring a fire truck to the event and allow the children to explore the vehicle and ask questions about fire safety.

### 3-MONTH CHECK LIST

- Make appointments with local chapters of the Rotary, Kiwanis, or other service-orientated groups to attend the children community fair and provide a booth for the adults with information about their organizations.
- Finalize the marketing posters and artistic direction.
- Finalize on the list of games and activities.
- Make the appropriate requests from the city to block off any streets.
- Update your list of volunteers with their contact information to see whether any areas still need help.
- Create and distribute volunteer contract agreements.

### 2-MONTH CHECKLIST

- Order banners and signs.
- Hold volunteer management meetings. Meet with the volunteer leaders to follow up on progress, and discuss solutions to logistical problems that may arise.
- Finalize and order prizes and giveaways.

### 1 MONTH CHECKLIST

- Plan a concerted effort through social media to publicize the event.

## FESTIVALS & EVENTS

---

- Work with local schools, churches, and volunteer organizations to promote the event through postcards and posters.
- Contact the local news media and ask them to cover the event.
- Personally visit every neighbor surrounding your facility, informing them of the upcoming event and inviting them to participate. This will alleviate any future problems with complaints regarding parking, sound, etc.
- Double check with your committee leaders to ensure all equipment, contracts, and plans have been confirmed.
- Meet with your event volunteers to go over expectation and emergency protocol, and thank them in advance for their time and energy.

### GENERAL EQUIPMENT CHECKLIST

- Microphone/s and speakers
- Tables (you will need one six-foot long table for every 2 volunteers)
- Chairs
- Stage
- Volunteer tent with chairs, drinks and snacks to serve as a break room for volunteers and staff

# APPENDIX A: SAMPLE VOLUNTEER CONTRACT

**SOURCE: Volunteering Waikato <http://volwai.org.nz>**

Note: Fill in all necessary information *(listed in italic in form)* and format with your organization's name and contact information. Ask each volunteer to read and sign a copy.

Organization Name (Use the organization's legal name)

As a volunteer I agree to:

- Abide by and support the philosophy, policy, and guidelines of the organization
- Act in the best interests of the organization
- Maintain confidentiality
- Abide by safety and risk management requirements
- Carry out the tasks outlined
- Attend training seminars on the agreed-upon time and day or contact *[insert name and phone number]*, if I am not available
- Participate in orientation, meetings, and training (e.g. minimum of 10 hours per volunteer required)
- Maintain a record of my volunteer hours and ensure that information is given/posted to *[name and position]* by the due date
- Raise any matters of concern with *[name, position]*.

The Organization agrees to:

- Provide information about the organization
- Provide orientation, support, training, and supervision
- Provide a safe working environment

## FESTIVALS & EVENTS

---

- Provide opportunities for input into the organizational plan and evaluation
- Reimburse for pre-approved expenses
- Acknowledge and recognize the contribution of volunteers to the organization

Volunteer's name \_\_\_\_\_

Volunteer's signature \_\_\_\_\_

Date \_\_\_\_\_

Volunteer Coordinator's name \_\_\_\_\_

Volunteer Coordinator's signature \_\_\_\_\_

Date \_\_\_\_\_

# II. INTERNATIONAL FESTIVAL

### INTERNATIONAL FESTIVAL

Host an international festival; invite people from several cultures to set up tables or booths that feature crafts, games, and food from that culture/region. Encourage each ethnic group to include activities such as teaching a few words in one of the local languages, displaying traditional musical instruments, or teaching visitors to play a game popular in their culture. Offer samples of favorite cultural foods to try or sell.

Set up a stage on which groups from various cultures can perform traditional music and/or folk dances.

Charge an admission (perhaps \$5 a person) and let people know that proceeds will go to a specific project in the community. For more ideas, check archived issues of the *Children's Mission* online at [AdventistMission.org](http://AdventistMission.org). Click on Activities and search for language, songs, games, and flags.

# HELPING THE COMMUNITY



# I. HEALTH FAIR AND MEDICAL CLINIC

## ORGANIZER'S NOTES AND INSTRUCTIONS

A health fair is a positive way to build relationships and generate goodwill within your community.

### Objectives

A health fair can accomplish several key things:

- Build awareness in the local community regarding healthful living and disease prevention.
- Increase public awareness concerning childhood nutrition and at-risk diseases among certain population groups.
- Encourage participants to adapt healthful lifestyle practices.
- Teach the community how to shop for healthful, affordable food.

## PREPARATION AND PLANNING

Organizing a large event such as a health fair requires advance planning and strong volunteer participation. Put the initial steps in place one year in advance. The first priority is to identify a chair or co-chairs. The planning committee should have representatives from your local community to ensure collaboration and unity. Some examples include the following:

**Health professionals:** physicians, nurses, nurse practitioners, dentists, chiropractors, optometrists, physician assistants, audiologists, etc.

**Health agencies:** representatives from hospitals, home-health care services, nursing homes, hospice care, medical colleges, medical emergency companies.

**Local media:** newspapers, television station, radio, etc.

**Schools, churches, civic groups:** Elementary and secondary schools, churches, civic groups such as Rotary.



### DEVELOP COMMUNITY PARTNERS

The success of the health fair will depend on the community partners you form a relationship. Make a list of the local health organizations and clinics in your community that may be willing to provide free services at the fair. Work with the public relations or community development officer of these organizations and facilities to assist in the planning and executing of the health fair.

- Dental or medical clinics in the neighborhood
- Birthing centers or facilities with OB/GYN and pediatric services
- Local health education services that can provide nutrition, weight control, and other health information
- Local schools in the neighborhood

### ACTIVITIES AND PROGRAMMING

Depending on your community partners and the level of expertise of your volunteers, consider offering some or all of these activities. Each of these activities will need to be adapted based on the health needs of your community, and the experts available. Below are some suggestions for possible activities to hold during the health fair.

**Stress test evaluation.** This test will help determine the probability of coronary artery disease and can identify abnormal heart rhythms. In addition, it will give attendees a measuring tool to help them develop a safe exercise plan and a cardiac treatment program, if necessary.

**Dental checkup.** A dentist can provide a cursory evaluation by examining the mouth and teeth. While the best examination requires an x-ray of the teeth, a visual appraisal will remind the person to be more diligent in oral care such as brushing and flossing. The dentist can also identify tooth decay and potential bone loss while answering questions. Give each person who completes a brief examination a free toothbrush and toothpaste.

**Blood glucose check.** As diabetes rates around the world continue to skyrocket, checking a person's blood glucose level can help identify diabetes and pre-diabetes. The person could receive counseling on how to avoid foods that contribute to high glucose levels and live a more healthful, active lifestyle.

**Blood pressure screening.** High blood pressure is often called the “silent killer” because it affects your arteries, heart, and other organs, but it has no symptoms until something catastrophic occurs such as a stroke or heart attack. A simple blood pressure test can identify potential problems. Based on the person’s results, appropriate counseling could be offered to help participants identify the next steps in their healthcare plan.

**Lung capacity test.** Also known as pulmonary function test, this test can evaluate how well a person’s lungs are working by measuring how much air the lungs can hold and how well the lungs provide oxygen to the blood while removing carbon dioxide from the blood.

**Vision screening.** Having an eye checkup isn’t about getting new glasses. It is an essential health check for your entire body. An eye test can identify diseases such as glaucoma, diabetes, and high blood pressure. Many older adults avoid taking the time to have their eyes checked, which could affect their reading and driving ability, among other things. But children should be screened as well for potential eye problems that can affect their ability to complete schoolwork.

**Mobile mammogram.** Depending on your location and availability, a mobile mammogram may be a viable option for women. Screening mammograms are considered one of the best tools for early detection of breast cancer. The mobile unit can screen women who may not ordinarily take the time to schedule an appointment or who cannot afford the test in a private facility. Work with your local health provider to inquire about availability, and provide a private room and a female technician to perform the test.

**Blood drive.** One of the better ways to show community connection and support is by organizing a blood drive at your health fair. The local blood bank in your community can assist you in offering this activity. They will help you with the logistics and provide cots, supplies, and trained volunteer personnel.

**Hearing test.** People often don’t realize that their hearing has deteriorated. Sometimes hearing loss can be due to something as simple as earwax buildup. Have the person take the fun quiz on page 23). This will help lower the participant’s anxiety before they take the hearing test.<sup>1</sup>

---

<sup>1</sup> Source: U.S. Department of Health and Service. National Institute of Health

**Measurement of Body Mass Index.** Attendees learn how to calculate their BMI based on height and weight. This is a gauge to determine body fat in most adults. An elevated BMI can result in obesity, high blood pressure, cardiac problems, and diabetes, among others. Give out information on how to lower your BMI.

**Health food booth.** Provide one or several booths that offer nutritious and fun foods rather than the traditional sugary or refined foods normally encountered at a fair. Focus on fresh fruits and vegetables, tossed salads, low-fat options, alternatives to meat (such as lentil stew, brown rice and stir fry) or bean burgers on whole-wheat buns, fruit smoothies (made from fresh or frozen fruit and soy or almond milk or fat-free plain yogurt) for sale at a reasonable price. Encourage people to think healthy.

### SEMINARS FOR NOW OR LATER

The health fair is a good occasion to get people moving and learning. While the above health stations provide ample opportunities to receive personalized attention, there are other ways to educate your community regarding important health issues. Some seminar ideas you can try at the fair or offer as incentives to attend other events at the Life Hope Center include:

**Basic CPR training.** This seminar will teach participants how to be prepared to save a life. Many people are shocked when they encounter a critical life event; they may become paralyzed with fear. This seminar will teach the participant the essential steps in basic first aid, how to use cardiopulmonary resuscitation (CPR), and how to perform the Heimlich maneuver to aid someone who is choking—vital lifesaving skills that are useful in the workplace and at home.

**First Aid at home—what every parent should know.** What do you do when your child is choking? How do you care for a puncture wound, excessive bleeding, or a burn? When should you see a medical practitioner, and when can you treat an injury yourself? This seminar will teach parents and childcare providers to be ready for some of the most common medical emergencies.

**Forming habits to prevent diabetes.** While the incidence of Type 2 diabetes is growing rapidly in the developing and developed world, prevention is possible. Learn to make the necessary lifestyle changes to prevent the onset of this disease as well as help others control their glucose levels.

**Caring for your diabetes.** If left improperly treated, diabetes can affect the feet, eyesight, kidneys, and heart. It can lead to stroke or heart attack. The good news

## HELPING THE COMMUNITY

---

is that millions of people with diabetes are monitoring and living with the disease successfully. The seminar can offer some essential guidelines on how to live an active and vibrant life with good eating and exercise habits.

**Health for new mothers.** This seminar can address specific issues such as challenges with breastfeeding, a mother's mental health, and making time for self-care. Provide childcare during the seminar.

### **Other seminar topics can include:**

- Exercise activities for seniors.
- Exercise in the park.
- Heart-healthy food options.
- Increase your mental stamina.
- Stop smoking and tobacco use.
- Women's health issues.
- Stress management.

## ENGAGING CHILDREN

While most of these activities and seminars at the health fair relate directly to adult needs, a large portion of attendees at the fair will be children who accompany their parents. What kind of activities can you plan for children? Consider creating a "kids' village" that includes musical acts or a clown to engage children in some fun activities that get them moving. In addition, incorporate games that encourage movement and imagination. Here are a few game suggestions:

**Relays and races.** Arrange relays and races on a simple course. Include some relays that require skill, and toss in some adult competition to make things more interesting and fun. Try racing to a finish line holding an egg (raw or boiled) on a spoon or a cup of water. If the water spills below a given line, the competitor must return to the start and refill the glass. Teach children that running and playing is fun for them and good for their bodies.

**Guess the food.** Blindfold some of the children and ask them to guess what food is in front of them. They can smell and touch the food. If they guess right, they win a

## HELPING THE COMMUNITY

---

balloon or a pin or other small gift. To add interest, ask the child who has identified the food to categorize it regarding whether it's a "keeper" or a "tosser." A keeper is a good-for-you food such as a fruit, vegetable, dairy food, nut, or grain. Tossers may be processed foods such as French fries, macaroni and cheese, or sweet desserts. Include some unconventional food that children may not recognize. The point of this game is to foster imagination and introduce new and healthy food items to children. Be sure to get parental consent before a child touches or tastes a food that could cause an allergic reaction.

**Healthy choices.** Divide the kids in small groups and give them scenarios to think about and decide how they would handle them. These questions can be built around physical health or emotional health. You can address common issues that are prevalent in the community. For example, you may want to give a scenario about bullying. Ask the children how they would handle a tough situation.

### SEVEN THINGS TO CONSIDER

Before the event:

- Invite civic leaders and politicians to this event. Invite the mayor, fire marshal, police captain, school officials, etc., to this event. The higher visibility your celebrities achieve, the greater press and media coverage your event will receive.
- Provide enough staff to allow breaks for your volunteers. Make sure each booth is adequately staffed so that all volunteers have the opportunity for breaks to eat, visit other booths, or just rest.
- Involve large groups from your community to participate in the fair. For example, ask the marching band from the local elementary or secondary school to perform during the day. Each student guest will probably be accompanied by a parent or family members, which will increase your attendance.

During the event:

- Assume nobody knows what to do or where to go. Provide host volunteers near the entrance to guide people and answer questions. Post well-marked signs indicating the name of the different stations and seminars. For example, "Blood Pressure Screening Here" signs should be stationed by the appropriate booth.
- Ensure patient confidentiality. While you may have a large group waiting to take a certain test, work with your volunteer staff to protect every patient's

## HELPING THE COMMUNITY

---

confidentiality. Provide privacy when needed.

- Plan to give away prizes every hour. Ask local hospitals and businesses to provide prizes for the drawings, such as a bicycle, cookbooks, a blood-pressure monitor, etc. Participants can register for the giveaway by providing their name and contact information. This information can be used in the future to send out invitations for other activities planned by the Life Hope Center. Many organizations also have publicity items (pens, notebooks, squeeze toys, calendars) that they can give away at a specific booth at the fair. Ask someone to offer bags for all the goodies.

A health fair is an excellent opportunity to build goodwill in your local community. By developing community partners, you will be able to generate greater interest and involve a larger segment of your community. Remember, the healthier the community around you, the more sustainable their future is.

# APPENIDX A: HEARING TEST SCREENING FORM

Do you have a problem hearing on the telephone or cell phone?

Yes  No

Do you have trouble hearing when there is noise in the background?

Yes  No

Is it hard for you to follow a conversation when two or more people talk at the same time?

Yes  No

Do you have to strain to hear and understand a conversation?

Yes  No

Do many people you talk to seem to mumble (or not speak clearly)?

Yes  No

Do you misunderstand what others are saying and respond inappropriately?

Yes  No

Do you often ask people to repeat themselves?

Yes  No

Do people complain that you turn the TV or radio volume up too high?

Yes  No

## II: OTHER COMMUNITY EVENTS

### GRACE MINISTRIES

Set aside one or more days each month (or one day a week) during which low-income families can come to the Life Hope Center to receive food, clothing, diapers, household linens, toys and children's books. Check with local restaurants and grocery stores (or farmers' markets) for fresh or canned foods that are beyond their sell-by date but still safe to consume. Ask bakeries for day-old breads and rolls. And gather good used clothing, household furniture, and infant and children's supplies such as diapers, clothes, and baby equipment from those who no longer need them.

During the event, advertise job training opportunities in fields that community residents or Life Hope Center volunteers are qualified to teach, such as a course in basic computers, high school equivalency tutoring, or childcare techniques.

As a special service, provide a closet with professional clothing for men or women who are going to an interview or have just taken a new job.

Offer to help people who have no money pay their utility bills. If shelter is needed for any reason, provide overnight lodging to those most in need, especially mothers with children. Include a hot meal.

### LOAVES AND FISHES MINISTRY

Once or twice a month, volunteers from one Life Hope Center drive a van to an under-served community to serve sandwiches, fruit, and milk to the young people living there, and then volunteers play games such as basketball and jump rope with the children of the community, keeping the kids occupied and away from the gangs in the neighborhood.

### TAKE IT TO THE STREETS.

Once a month ask volunteers to make as many sack lunches as possible (25 to 400) and distribute them to people living on the streets. Provide volunteers with a T-shirt identifying the Life Hope Center. Invite people from the community—whether church members or not—to volunteer to give out the lunches and greet the people who receive the meals.



## HELPING THE COMMUNITY

---

### FOOD DRIVE

Life Hope Center can partner with small businesses and individuals in their community to donate food stuffs (perhaps those that aren't selling well or are past their sell-by date but are still safe to eat). The small businesses serve as drop off points where people can bring their donations. Life Hope Center volunteers stop by regularly to pick up donations to distribute to the neediest members of the community.

### BACKPACK GIVEAWAY FOR CHILDREN

Just before school starts, hold a school-supply drive and encourage businesses and individuals to donate school supplies, new backpacks, or money to purchase needed supplies. Invite volunteers from donating businesses to stuff the backpacks with needed school supplies.

Before school begins, invite children whose parents come to the Life Hope Center for food or clothing distribution to receive a backpack of school supplies for each school-age child in their family. There should be no name or identifying mark on the bags that can identify the children as having received a free backpack, for this might cause a difficult situation with their classmates

### SECRET GIFT SHOP

At Christmas (or for any major gift-giving event), many children have no money and therefore no chance to give small gifts to family members. Provide the opportunity to give by soliciting gifts for adults and children from businesses and individuals.

Set up a "store" in a room of the Life Hope Center using tables, racks, and display gifts according to age and gender (men, women, teens, children, infants). On a given day or week, invite community members who have visited the Life Hope Center for food or school supplies to bring their children by to "shop" at the Secret Gift Shop. If you wish, you can prepare ahead of time "Secret Shop" money that the children can spend, or allow them to spend real money in small amounts for each gift.

Children should have a list of family members for which they can select a gift, and volunteers should accompany the children from table to table to select the appropriate gifts for their list. Limit gift purchase to one gift for each sibling and parent. When the child has selected the gifts to buy, direct them to another table where volunteers can help the child wrap the gifts and label the recipients.

## HELPING THE COMMUNITY

---

While the children “shop,” provide an area where parents can enjoy a hot or cold drink while they visit, watch a video, or listen to a discussion on parenting during difficult times. If funds allow, provide an opportunity for parents to select and “purchase” gifts for their children as well.

Do not put all available gift items out at once, but replenish tables as supplies diminish so that all children and adults have an opportunity to choose from a broad assortment of gifts.

Before the family leaves the Center, give each family a bag of holiday-appropriate foods or fresh fruits to make their holiday more enjoyable.

### COMPLIMENTARY CAR SEAT CHECK

According to new research published in the September 2012 issue of the American Journal of Preventive Medicine, only a small percentage of children in the U.S. are using age-appropriate safety restraints while riding in cars, and many children are seated in the front seat and are thus exposed to increased risk of injury in a crash.

Offer to host an event during which parents can bring their vehicle in and have their infant/children’s car seat inspected for safety. Ask an expert to thoroughly check each car seat to verify that it meets safety standards and it is age/height/weight appropriate for the child who will use it.

### COMMUNITY GARDEN

If there’s an unclaimed lot or unused space in the neighborhood, ask the community leaders to allow the Life Hope Center to plant a garden there. Once permission is given, clean out any debris on the lot and prepare the soil for planting. Invite the community to bring seeds and plant a section for their family’s personal use or to sell to raise funds for the Life Hope Center.

Once seeds or small plants have been planted, set up a schedule to determine who weeds, who waters, and who harvests the crops. Donate produce to local food banks and share the rest with those who worked on the garden.

Use the garden to encourage others to care for the earth and to help others. Or just have fun and invite individuals to plant what they love and harvest what they’ve tended.

## HELPING THE COMMUNITY

---

### **VEGETARIAN COOKING CLASS**

Offer a one-time vegetarian cooking class, perhaps as an introduction to a healthful living seminar to be held a few weeks later. Invite good cooks to submit their favorite vegetarian recipes, and set up a tasting station where visitors can taste test some of the best recipes. Have brochures on hand to give each visitor, inviting them to an upcoming health lecture or seminar.

### **OPEN FACILITIES TO COMMUNITY ORGANIZATIONS**

There are many non-profit organizations, such as Alcoholics Anonymous, local drama groups, or aid-assistance groups such as Red Cross that need space to hold meetings during the week. Offer appropriate organizations use of Life Hope Center space without charge to help build community ties.

### **GIVE AWAY WATER**

Volunteer to supply water to runners during a race or to participants at a patriotic or festive event such as a parade. If you wish, print paper bottle wraps that tell recipients, "Compliments of the Life Hope Center" and give the address or web address. If you plan to provide water in cups, look into having cups printed with the Life Hope Center's name and website address on them.

### **OPEN BATHROOMS**

If your Life Hope Center is located near a local farmers' market or parade route, consider opening your doors for the vendors and customers. Such a service would help build goodwill with community organizers and visitors alike.

# FAMILIES FIRST



# I. TUTORING MENTORING PROGRAM

## ORGANIZER'S NOTES AND INSTRUCTIONS

An afterschool tutoring program is an excellent way to build goodwill in your community. Many children are left to themselves because both of their parents must work. An afterschool program provides parents with a good environment where their children can study and relax.

FIVE AREAS TO CONSIDER BEFORE STARTING A MENTORING PROGRAM:

1. How much space will such a program demand (one or more large rooms, a kitchen/kitchenette, bathrooms)?
2. What furniture and equipment will it need (desks, chairs, computers, play equipment)?
3. Where will children come from? (Local primary or middle schools or a neighborhood with lots of children who need afterschool care.) How will they arrive? Should a designated volunteer meet the children at their school and walk them to the Center?
4. A budget for the building, equipment, supplies, and employees or volunteer mentors.
5. Staff needs.

# II. RECRUITING VOLUNTEERS

## 7 STEPS TO RECRUITING AND RETAINING MENTORS

One of the greatest challenges in sustaining a volunteer-led organization is recruiting and retaining volunteer mentors. Volunteers have full lives, careers, and family obligations outside of the tutoring program. They are often balancing many areas of their life at once. Recognize the value of the time they are giving to the organization.

**Demonstrate the need for mentors through story or picture.** People are often compelled through an inspiring story. Show a picture of a successful adult who

benefited by having a mentor. Ask a young person or a parent to tell their personal story about how they (or their child) defied the odds and how their life has improved because someone cared enough to mentor them.

**Provide educational and advancement opportunities.** Volunteers want to be the best at what they do. They are typically overachievers; hence they are using their extra time to help others. Offer your volunteers continuing educational opportunities, such as giving them a book or magazine article to read that will help them grow. Invest in them as you would in a paid employee.

**Recruit constantly.** Use every opportunity, even in casual conversations with people around you to cast the vision and recruit new volunteers. Even if you have the luxury of having many volunteers, keep recruiting and sharing your need for highly effective mentors.

**Recruit from all industries.** Many organizations and businesses encourage their employees to volunteer in the community. Some companies will pay their employees' wages to serve their community for two or three hours a month because it generates goodwill and benefits the community where the business is located. Ask the human resources departments of local companies if they have a volunteer program you can partner with.

**Ask your current mentors to recruit for you.** Turn your volunteers into mentoring evangelists. Ask them to make a goal of recruiting two friends to serve as mentors also. If your volunteers find their experience satisfying, they will be happy to invite others to experience the same rewards.

**Communicate effectively.** Be clear from the beginning on what your expectations are. Treat your volunteers like employees by giving them responsibilities.

**Recognize your volunteers for their courageous work.** Everybody appreciates recognition, whether they are a paid employee or a volunteer. Find new and creative ways to show your appreciation to your volunteer team.

## HOW TO BE A SUCCESSFUL MENTOR

### JOB DESCRIPTION

Our goal is for every child to recognize his or her full potential. While this is an afterschool program that works with children on their homework and tutors them when needed, our greater mission is to mentor every child. More than teaching, we are focusing on the whole child.<sup>1</sup> Paul Tough, author of *How Children Succeed: Grit, Curiosity, and the Hidden Power of Character*<sup>2</sup>, argues that children need more than cognitive (intellectual) skills to succeed. The author suggests that children need to develop persistence, self-control, curiosity, conscientiousness, grit, and self-confidence—what the author refers to as character.

Your goal is to help children develop character. If children can believe in themselves, based on your contribution as a mentor, you have succeeded.

### WHAT SHOULD CHILDREN EXPECT FROM THEIR MENTORS? <sup>3</sup>

**Teach them practical skills to get through life.** Rather than pacifying or entertaining a child and telling that everything is going to be OK, show them strategies on how to deal with everyday situations.

**Help them work through their problems.** Talk to them about their challenges, and help them identify solutions. Follow up with them and ask them how it went, so they can determine the best way to deal with their problems.

**Let them know what is right and wrong.** Children need you to help them develop a moral compass. Show them how to live a better life and make wise decisions.

**Introduce them to future choices.** Talk to them about future careers and educational options. Help them believe that they have a bright future ahead if they choose wisely.

**Be a positive role model.** Live your life as an exemplary citizen. Show them what kind of person they should be by being that person.

---

<sup>1</sup> Cognitive ability is based on intellect, memory, and brainpower. Most schools teach kids how to be smarter, however, they fail to teach children how to thrive in social, real-life settings.

<sup>2</sup> See *How Children Succeed: Grit, Curiosity, and the Hidden Power of Character*. Paul Tough, Mariner Books, Reprint edition (July 2, 2013).

<sup>3</sup> Adapted from Tutoring Mentor Exchange. See <http://www.tutormentorexchange.net>

**Help them with their homework.** One of the reasons why they are involved in the after-school program may be because they need educational support. They may be embarrassed that they can't understand their homework. Don't give up on them, but show them how to address their challenges.

## SAFETY PROTOCOL FOR VOLUNTEERS WORKING WITH CHILDREN

Mentoring children is a noble aspiration. But keeping children safe is paramount. Every child deserves to thrive in a protected environment. Every adult should hold the strictest of standards when it comes to keeping children protected and safe. And one of the greatest threats to children is abuse.

Abuse comes in several forms: physical (beating, bruising a child), mental or emotional (taunting, demeaning, shouting, or threatening a child), and sexual (inappropriately touching or influencing a child sexually). And sadly, most child abuse occurs in what should be a safe environment—at home, in the care of a trusted family or friend, or at school. It's important to be aware of signs of abuse and to address the issue properly when it occurs.

### **Physical Abuse**

Physical abuse is perhaps the easiest to identify. A child may have unexplained bruises or other injuries. "Oh, she's clumsy," a parent may say, or "he fell down." But if the injuries occur frequently, or the child shows signs of fear of the parent or guardian, be observant. If the child admits to having been mistreated by an adult or bullied by an older child, it's your duty to report your observations to the director or to the authorities who can act on the child's behalf. But doing so places the child in jeopardy, and many children will refuse to face their accusers.

### **Mental or Emotional Abuse**

A child who is mentally or emotionally abused may be harder to identify. He or she may cower in the presence of another adult, flinch or exhibit other defensive behavior if a caretaker or parent comes toward them. They often will appear to lack confidence, hesitate to speak up, or not ask for help to do simple tasks. It's important to gently win the trust of such children and allow them to open up to you. If abuse



is identified, it may be necessary to speak to the authorities regarding the child's allegations. But be aware that most adults caught in abusive situations will deny their own or someone else's abusive actions, and often this can put the child into greater danger.

### **Sexual Abuse**

Sexual abuse involves inappropriately touching or fondling a child, or rape. Most child sexual abuse occurs by a family member or friend of the child—someone the child should be able to trust. It can include inappropriate comments, exhibitionism, or sexually touching the child. Most often the abuser convinces the child to “keep their secret” or threatens that if they tell their secret, bad things will happen. Thus much sexual abuse isn't reported until long after it's occurred or has been occurring for a long time. Children often don't realize that what the perpetrator is doing to them is wrong and that they're victims of a crime. Thus it's critical to note any signs that indicate that something abnormal is happening in the child's life:<sup>4</sup>

- A child is unwilling or not enthusiastic about going to a particular place, or being with a particular person.
- A child shows unusual interest in genitals of other people or of animals.
- A child may exhibit fondness in inappropriate ways, such as French kissing or touching another person's genitals.
- A child is diagnosed with a sexually transmitted disease (STD).
- A child refuses to change clothes in front of others such as preparing for a swimming class.
- A child isolates him/herself.
- A child fears closed areas such as bathrooms or closets.
- A child exhibits a sudden decrease in or loss of appetite.
- A child exhibits lots of new fears and needs more reassurance than in the past.
- A child shows fear of going home after school or continually runs away from home.

---

<sup>4</sup> These ideas derive from the Canadian Baptists of Western Canada. You can also find helpful resources to keep children safe at the Adventist Risk Management program called Shield the Vulnerable. See [shieldthevulnerable.org](http://shieldthevulnerable.org).

## FAMILIES FIRST

---

- A child's artwork involves sexually explicit body parts or contains themes associated with sexual abuse.
- Torn or bloody underclothing.
- Lacerations or bruises or injury or pain in the genitals.

Any of these symptoms should alert the staff that something might be wrong. Observe and make note, and if evidence warrants it, report the suspected abuse to the authorities.

### HOW TO APPROPRIATELY INTERACT WITH CHILDREN

Children need loving adults in their lives to help them feel accepted and confident. They thrive on attention and interaction with respectful and gentle adults. So how should you interact with children?

#### **Appropriate touch:**

- Take a child by the hand to lead them.
- Give a "side" hug or a "shoulder" hug (avoiding contact below the shoulder level).
- Pat a child on the hand or back to affirm them. (Some cultures consider touching a child's head as taboo, while others consider it a blessing. Avoid head-touches until you're sure what the culture permits or forbids.)
- If necessary, hold a child gently but firmly by the shoulder to keep their attention as you explain something.

#### **Inappropriate touch:**

- Kissing a child, especially on the mouth.
- Extended or repeated hugging
- Touching a child in any area that would be covered by a swimsuit.
- Tickling.
- Inviting older children to sit on your lap.
- "Cuddling" adolescents.

### **Obligation to Report**

Many governments require any person who has sufficient reason to believe that a child (or children) are in need of protection to report this matter to the child welfare agency. Ministers, teachers, and medical professionals are required by law to report abuse. If you have a concern about a child's safety, please report it to the appropriate child welfare agency or to the director of the Life Hope Center.

# PLANNING A SUMMER DAY CAMP

## ORGANIZER'S NOTES AND INSTRUCTIONS

Planning a summer day camp for your community is a gift to families. Many parents don't have many options for full-time childcare when school is not in session. Many childcare centers are cost-prohibitive, or there aren't enough providers in the city. A well-run program will make friends for the Life Hope Center and generate goodwill in your community.

## GETTING STARTED

### **Start Small, Plan for Growth**

As you form plans for your summer camp and start thinking about staffing quotas, budget, and weekly activities, consider starting small. For example, managing 25 children is possible with four staff members and the director. While many camps run for eight to 12 weeks (or all but a week or two of the local school vacation period), consider operating a shorter camp the first year—perhaps six to eight weeks. The next year, after you've resolved any procedural issues and created a rapport with staff and parents, you can increase your enrollment and length of camp time.

Another consideration when planning for your camp is where you will operate the camp. Ideally you can use the Life Hope Center building or rent a public building such as a portion of a school or public hall that offers the needed facilities. Look around; ask local government officials for ideas and likely costs.

### **Budgeting for the Camp**

You'll need to plan a budget for the camp. Your budget should consist of any rental space needs, salaries, workers' compensation/insurance, activities fees, t-shirts for each child, promotional products, advertising, food, and emergency funds. Some guidelines appear in Appendix A on page 40. The examples are illustrative only.

Some cities may provide grants to help cover the cost of daycare and payment of student workers. Some offer financial incentives to businesses to hire teens and college-age young people as summer workers.

### **Choosing Staff**

Running a summer day-camp program can be rewarding, but working with high-energy children all day can be exhausting and requires staff members with strong leadership and management abilities. Choose staff members carefully. Start with people you already know so you can build a team spirit from the beginning. Consider hiring responsible and high-energy teenagers or college students who are willing to work with children and have leadership capabilities.

### **Training Staff**

Be prepared to provide several days' training for your staff. This should include topics such as: safety protocols, how to engage children, learning styles, and day-to-day challenges of working with children.

Include coursework on dealing with emergency situations. Provide a course in first aid (including CPR), and cover procedures and protocol for emergencies such as how to prepare for dangerous weather and personal safety. Your staff should be intimately familiar with protocol for discipline and personal safety—their own and the children's—and be able to respond instantly to challenges that can occur, whether a discipline issue or a danger threat. A rule of thumb for staffing formulas is one staff member for every four or five children.<sup>5</sup>

### **Advertising the Camp**

Once you've decided on where and when you'll conduct the day camp, what you'll need to charge for enrollment in order to cover expenses and emergencies, you'll want to advertise. Start advertising a month or more before school session ends. Create posters to put up in public areas such as the local library, stores, and government offices. Print flyers to send home with children in local schools and to any other religious organizations in the area. Be sure to include the dates and hours of service, age requirements/limitations for children, cost, and a telephone number. Consider taking pictures of the location and posting them on a website for parents and potential clients to examine.

---

<sup>5</sup> There may be specific guidelines for children-to-adult ratios specific to your geographic region. Please check with your local government agency to confirm their guidelines.

### IMPORTANT QUESTIONS TO CONSIDER

#### **Should we have a camp theme?**

Parents are more likely to enroll their child in a camp that has a theme related to their child's interests. A theme could be for the entire summer or for each week of camp. Activities featured during the camp will focus on the theme(s). For example, a camp could be based on nature and the outdoors, science, adventures, or a specific skill such as cooking. A theme (or several themes) helps parents feel that their child is receiving enrichment during vacation rather than just being entertained. See appendix B on page 40 for a list of suggested summer camp themes. Be open for more ideas depending on the skills of your staff and interests in your neighborhood.

#### **What about field trips?**

Field trips related to the theme of the camp can increase the success and popularity of the camp experience. Many cities have museums or activity centers that offer free or low-cost admission for educational organizations. And such field trips ramp up the interest level of the camp. The excursions provide an interesting way to share new experiences. Search online for ideas to fit the theme or interest level of the children in your care.

Transportation for field trips requires logistical and financial planning. Do you have access to a school bus and driver? If not, you'll need to include the cost of a bus, a van, or public transportation into your budget. When renting a vehicle, ask if the fees include the driver's fee, insurance, and gas. Ask if there are any hidden fees such as overtime, late returns, etc.

#### **Should we provide meals and snacks?**

One of the most cost-effective ways to deal with feeding campers is to request that every camper bring a lunch and snack each day. This takes care of any dietary or health restrictions a child may have as well as cutting costs for the center. The camp staff can provide other beverages and special snacks when needed and offer a simple sandwich at a reasonable cost for a child without a lunch. If food must be provided, consider not only the cost of the food but also the expense of hiring someone to cook or prepare it. This will add significantly to the cost of a child's care.

### **Another Target Group to Consider**

While children's day camps are popular and profitable, don't overlook the aging population in your community. Consider planning a half-day camp for the elderly. Plan activities such as board games, exercise activities, and weekly excursions for this target audience. This "camp" can run concurrently with the children's camps as long as the elderly have their own space away from the noise of the children. The two can meet together once or twice a week for "family" time. Or consider running the adult camp during the school year. The adult camp will require fewer staff members per participant and less intensive activities, but you will still need to carefully plan a budget for this program.

# APPENDIX A: A SAMPLE BUDGET

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
Rental Space							
Transportation	\$75*	\$120*	\$120*	\$75	\$120*	\$75*	\$585*
T-shirts	Cost of shirt(s) per child/staff times number of children enrolled. Allow two or more shirts per child.						
Salaries	Fair wages plus benefits and insurance per week per employee times number of employees. Add 25 percent for contingent expenses such as substitute workers or increased enrollment.						
Field Trips/ Activity Fees	Estimated cost of activities/field trips plus 25 percent for emergency contingencies. Round off and average out over total camp time. Prorate for students attending only part of camp.						
Advertising							
Insurance	Actual cost per child times number anticipated enrolled in program times weeks of camp.						
Income per child	Total cost of camp rounded up to allow 25 to 50 percent overrun to build up operating fund.						

\*Actual costs must be determined per trip.



# APPENDIX B: SUMMER CAMP THEME IDEAS<sup>6</sup>

ART, DRAMA, WRITING	Health and Wellness	Junior Archeologists
Animation	LANGUAGE	Rocketry
Art from Scratch	Introduction to Arabic/ French/Spanish (choose your language)	SPORTS
Creating Murals		Basketball
Creative Writing	LEADERSHIP	Fishing
Digital Media for Pre-teens	Community Leadership	Fitness
Drama	NATURE	Golf
Fabric, Fashion, and Fun	Archeology	Junior Sports
Journalism	Junior Animal and Nature	Soccer
Junior Fashion Designers	Junior Gardner	Tae Kwon Do
Junior Interior Designers	Wilderness Survival	Tennis
Photography	Friendship	Volleyball
Public Speaking	SCIENCE/MATH	YOUNG CHILD
Singing and Choral Arts	Adventures in Math and Science	Reading/Math Readiness
Sculpture	Around the World	Getting Ready for School
HEALTH	Economics	
Cooking and Nutrition	Museum Explorer	

---

<sup>6</sup> For more examples and ideas for summer camp themes, visit this website: <http://summercampprogramdirector.com/100-summer-camp-themes/>

# APPENDIX C: SAMPLE DAILY SCHEDULE<sup>7</sup>

## SCHEDULE EXAMPLE

	Monday	Tuesday	Wednesday	Thursday	Friday
Day Type	Program Day	Program Day	Trip Day	Program Day	Trip Day
7-9 AM	Before Care	Before Care	Before Care	Before Care	Before Care
9:00AM	Morning Skit	Morning Skit	Morning Skit	Morning Skit	Morning Skit
9:30AM	Workshop	Workshop	Bus Leaves	Workshop	Bus Leaves
10:00AM			Field Trip		Field Trip
10:30AM					
11:00AM					
11:30 AM	Games and Activities	Games and Activities		Games and Activities	
12:00 PM	LUNCH	LUNCH		LUNCH	
12:30 PM	Free Play	Free Play		Free Play	
1:00 PM	Stations	Stations		Stations	
1:30 PM					
2:00 PM					
2:30 PM	Games and Activities	Games and Activities		Games and Activities	
3:00 PM					
3:30 PM	Daily Recap	Daily Recap	Bus Returns	Daily Recap	Bus Returns
4:00 PM	Home Time	Home Time	Home Time	Home Time	Home Time
4-6PM	After care	After care	After care	After care	After care

<sup>7</sup> Example adapted from <http://safariscience.blogspot.ca/>

## FAMILIES FIRST

---

### SUMMER CAMP PROGRAM DAYS

Before and After Care - \$5 per hour rounded up per a.m. or p.m. session (optional).

Morning Skits – Fun, entertaining skits to get the group ready for the day.

Workshop - Topic varies depending on the week's theme, involves an exciting lesson and hands-on activities.

Games & Activities - It's camp, so we have fun with games and activities too.

Lunch - Time to sit and eat a healthy lunch!

Stations - Hands-on activities involving critters, science lab, gadgets, building, and more.

Daily Recap - Fun and creative ways to recap what the kids learned that day.

Home Time – Pick-up time is at 4 pm; if you need to stay longer, sign up for after care.

### SUMMER CAMP TRIP DAYS

Bus Leaves - 9:30 a.m. sharp (one staff member or volunteer must remain at center to care for anyone who misses the field trip bus).

Bus Returns - 3:30 p.m.

## VI. ANOTHER FAMILIES FIRST EVENT

### **SPONSOR A CHILDREN'S PLAY GROUP**

Once a week open the doors of the Life Hope Center to mothers and their preschool children for a play date and moms' time out. Many moms have few opportunities to enjoy adult conversation in a relaxed setting while their children play nearby under the supervision of competent teens or adults. This activity offers opportunities for mothers to build relationships with one another and become comfortable with the Life Hope Center staff. Such an activity needn't involve anything more than a volunteer or two to entertain the children and some chairs and a table for the mothers. However, if you wish, offer the moms and their children healthful snacks such as cut fruits and water or herbal tea.

## FAMILIES FIRST

---

Such an event is a great opportunity to build trust and record the names and addresses of neighborhood mothers for other future events.