

JOIN HANDS DAY SAMPLE TIMELINE

JANUARY

Start a committee.

Start a **JOIN HANDS DAY** committee. Designate a project leader.

FEBRUARY

Choose a project.

Consider participants' interests and skills, community needs, and any existing community service commitments that could be expanded for **JOIN HANDS DAY**. For more ideas, visit www.joinhandsday.org.

Spread the word.

- Start posting fliers, posters and tent cards announcing **JOIN HANDS DAY** and asking for volunteers. Use the logos available from www.joinhandsday.org.
- Distribute memo from your president, CEO or fraternal director encouraging lodge/chapter/council/etc., participation.
- Schedule a meeting to describe the project for employees and members, and sign up volunteers for specific tasks.
- Contact the media and distribute press releases detailing your project and its impact on the community.
- Register your project on the **JOIN HANDS DAY** Web site at www.joinhandsday.org.

MARCH

Recruit volunteers.

- Hold an “all-hands” meeting to explain the project and the skills needed.
- Sign up volunteers for specific tasks.
- Recruit senior-level management by offering employee team-building activities built around the project.
- Consider projects that encourage family participation and include tasks for all skill levels.

EARLY APRIL

Nail down the details.

- Define specific tasks to be completed, time requirements and deadlines.
- Determine logistics—locations, supplies, transportation.
- Match participant skills to particular aspects of the project.
- Develop brief orientation or information session for volunteers.
- Arrange for a photographer and/or videographer.
- Express appreciation to everyone involved as the project wraps up.

LATE APRIL

Final checklist.

- Verify that needed supplies are available.
- Make sure you have enough work for all volunteers.
- Give volunteers clear instructions.
- Have a bad-weather alternative plan, if appropriate.
- Plan a recognition event. Highlight volunteers in your annual report, internal newsletter or at a special luncheon. Distribute certificates of appreciation.
- Evaluate the project. Should you start a formal employee volunteer program or plan a larger project next year?

FIRST SATURDAY OF MAY

JOIN HANDS DAY is May 7, 2011.

LATE MAY/EARLY JUNE

Wrapping up your project.

- Make sure you register your **JOIN HANDS DAY** project by **June 10, 2011**, so your project is included on the **JOIN HANDS DAY** Web site.
- Upload photos to your own gallery on the **JOIN HANDS DAY** Web site, and/or send clippings and photos to the **JOIN HANDS DAY** Action Center.

IMPORTANT DEADLINES

Friday, April 22, 2011

Last day to purchase **JOIN HANDS DAY** signs and banners to avoid special shipping charges. Go to www.joinhandsday.org to place your order online.

Friday, April 29, 2011

Last day to purchase **JOIN HANDS DAY** T-shirts, hats, water bottles and other merchandise to avoid rush shipping charges. Go to www.joinhandsday.org to place your order online.



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Saturday, May 7, 2011 **JOIN HANDS DAY**

Friday, June 10, 2011

Last day to register your project online at www.joinhandsday.org to ensure that your project is included on the **JOIN HANDS DAY** Web site.

