

Care Package Activity Guide

Popular activities include:



Animal Rescue Packs
(Animals & Wildlife)



Baby Care Packages
(Babies)



Emergency Preparedness Kits (Community Safety)



Back-to-School Packs
(School)



Breakfast Bags
(Food)



Hygiene Kit
(Personal Care)



Military Care Packages
(Community space)



Activity overview

Show someone you care by giving them essential items in their time of need. Foresters Financial Care Package activities are an enjoyable volunteer opportunity where members gather, sort and assemble various items into themed "kits" to help support a cause or group in need that they care about. Care packages are easy to make and have an immediate and meaningful impact on the lives of those who receive them. Utilise the workbook design of this activity guide to plan your activity and define your activity statement – noting important dates and actions within your planning timeline to assure a successful activity.

Do more with less (or no) money

Consider a £0 or low cost activity plan because a Community Volunteer (CV) Grant isn't always about how much money we can bring to the cause. Volunteering is about people helping people – and there are countless ways that Foresters volunteers can make a difference:

- Holiday gift wrapping (where wrapping paper is donated/provided by the organisation)
- Food packs (where items are donated/provided by the organisation)

Social Media

Volunteers are encouraged to share photos of their volunteerism through their social networks.



facebook.com/ForestersUK



twitter.com/ForestersUK



youtube.com/foresters



Applying for your Grant

Use this step-by-step guide below to help you plan a successful Care Package activity. Another helpful resource is the *Sample Application*, which can be found and downloaded through the online Resources section of the Foresters Community Grants Programme.

Plan, Plan, Plan!

- 1. Select a Benefiting Organisation:** _____
 - Contact local organisations to find one that will accept the care packages (Children’s hospitals, schools, shelters, etc.).
- 2. Area of Interest:**
 - Now that you have selected an organisation to support, consider what impact you’d like to make by picking the the appropriate ‘kit’. A listing of eligible Areas of Interest can be found on page 3.

NOTE: Consult the organisation to understand their needs and align your area of interest to provide helpful resources.
- 3. Select a Date and Time:**
 - Your activity must be planned for at least 8 weeks away from the date of your Grant application submission.
- 4. Select a Venue:**
 - Contact the venue of your choice and determine whether you can host your activity there. Determine the rules of hosting your activity at the venue (i.e. cheque if any items are not allowed) and inquire whether there are costs associated with hosting an activity there.
- 5. Volunteer workforce:**
 - Considering the capacity of the venue and the scale of your Foresters project, determine how many volunteers you require to organise a successful and impactful experience.
- 6. Calculate your Total Budget:**
 - Use a suggested Shopping List on page 3 to determine all the items to include in your budget for your activity. To calculate your total budget, be sure to include estimated costs in the Personal Budget Tool on page 4.
- 7. Helper Name & Contact Info:**
 - Enlist someone to support your efforts and be a backup, in case of an emergency.

Your activity statement

To facilitate your application submission, summarise your planning and create your activity statement by filling in the blanks:

“I’m planning to host a _____ **Care Package** _____ (activity type)
activity to assist/improve/provide _____ (area of interest)
to the _____ (benefiting organisation).”



Areas of Interest

Packing Care Packages makes for a great volunteer experience but the activity is elevated to a meaningful experience when you connect it to an Area of Interest that you are passionate about supporting. Below is a list of eligible causes for you to find inspiration from:

- Animals & Wildlife
- Babies
- Charity
- Community Safety
- Community Space
- Family
- Food
- Holiday
- Kids & Youth
- Local Community
- Military & Veterans
- Older Adults
- Outdoor Space
- Personal Care
- School
- Other



Suggested Shopping List (by Activity Type)

Personal Care:

- | | | | |
|------------------------------------|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Underwear | <input type="checkbox"/> Granola bar | <input type="checkbox"/> Soap | <input type="checkbox"/> Nail file |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Mini flashlight | <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Ziploc Bags |
| <input type="checkbox"/> Wet Wipes | <input type="checkbox"/> Shampoo | <input type="checkbox"/> Toothpaste | |

School:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Inflatable sport ball | <input type="checkbox"/> Folders | <input type="checkbox"/> Pencils/Pens | <input type="checkbox"/> Skipping rope |
| <input type="checkbox"/> Colouring book | <input type="checkbox"/> Glue stick | <input type="checkbox"/> Ruler | <input type="checkbox"/> Spiral notebook |
| <input type="checkbox"/> Crayons/ markers/
coloured pencils | <input type="checkbox"/> Lined paper | <input type="checkbox"/> Scissors | <input type="checkbox"/> Storybook (age
appropriate) |
| <input type="checkbox"/> Eraser | <input type="checkbox"/> Pencil sharpener | <input type="checkbox"/> Sidewalk chalk | |

Security Prevention:

- | | | | |
|---|--|------------------------------------|--|
| <input type="checkbox"/> Blanket | <input type="checkbox"/> Crayons/ markers/
coloured pencils | <input type="checkbox"/> Food bars | <input type="checkbox"/> Socks or slippers |
| <input type="checkbox"/> Colouring book | <input type="checkbox"/> Flashlight | <input type="checkbox"/> Matches | <input type="checkbox"/> Water pouch |
| <input type="checkbox"/> First-Aid kit | | <input type="checkbox"/> Poncho | <input type="checkbox"/> Whistle |

Food:

- | | | | |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Canned beans/ fruit/
vegetables | <input type="checkbox"/> Instant soup | <input type="checkbox"/> Gum | <input type="checkbox"/> Orange juice |
| <input type="checkbox"/> Chips/snack mix | <input type="checkbox"/> Dry cereal | <input type="checkbox"/> Instant coffee/tea | <input type="checkbox"/> Pasta |
| <input type="checkbox"/> Cookies | <input type="checkbox"/> Fruit cup | <input type="checkbox"/> Instant oatmeal | <input type="checkbox"/> Tomato sauce |
| | <input type="checkbox"/> Granola bar | <input type="checkbox"/> Napkins | <input type="checkbox"/> Canned meat/fish |

Animal & Wildlife:

- | | | | |
|----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Collar | <input type="checkbox"/> Chew toy | <input type="checkbox"/> Water dish | <input type="checkbox"/> Blanket |
| <input type="checkbox"/> Ball | <input type="checkbox"/> Refuse bags | <input type="checkbox"/> Food bowl | <input type="checkbox"/> Dog treats |
| <input type="checkbox"/> Shampoo | | | |

Holiday:

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Balloons | <input type="checkbox"/> Markers/crayons | <input type="checkbox"/> Party hats | <input type="checkbox"/> Stickers |
| <input type="checkbox"/> Construction paper | <input type="checkbox"/> Noisemakers | <input type="checkbox"/> Plastic tablecloth | <input type="checkbox"/> Giftwrap |
| <input type="checkbox"/> Decorations | | | |

Kids & Youth:

- | | | | |
|---------------------------------------|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Baby bottle | <input type="checkbox"/> Baby wipes | <input type="checkbox"/> Diapers | <input type="checkbox"/> Receiving blanket |
| <input type="checkbox"/> Baby formula | <input type="checkbox"/> Diaper cream | <input type="checkbox"/> Pacifier | <input type="checkbox"/> Small toy |
| <input type="checkbox"/> Baby soap | | | |



Sample Budget Tool

Supplies and quantities will vary depending on the type and number and contents of care packages that you're creating so think carefully about your budget, as you will only have 6 expense lines to complete. Refreshments and light snacks show your volunteers how much you appreciate their time and hard work. Be sure to include these items in your budget, up to a maximum of £5 per person. To accommodate the different age groups and abilities of your volunteers, you will need to account for and purchase other items, like craft supplies. Use the budget breakdown below as a successful example:

Budget breakdown – Personal Care

Care Package Activity (maximum £40/kit)	Cost per item(s)		Number of items needed		Total Cost
Large Ziploc Bags	£4/40 pack	x	2	=	£8
Assorted hygiene products	£14-£20	x	80	=	£1,200
Wet Wipes	£2/packet	x	80	=	£160
Socks	£5-10/6 pack	x	40	=	£200
Underwear	£5-15/3 pack	x	80	=	£400
Snacks for volunteers	£5	x	20	=	£100
				Total	£1,988



My Personal Budget Tool

Fill in the blanks on your personal budget tool (below) to help you plan and calculate the costs and amount of supplies that you will need to organise a successful Community Volunteer activity.

Care Package Activity Budget (maximum £40/kit)	Cost per item(s)		Number of items needed		Total Cost
	£	x		=	£
	£	x		=	£
	£	x		=	£
	£	x		=	£
	£	x		=	£
	£	x		=	£
				Total	£



Community Volunteer Grant Application Checklist

Before you begin your Grant application, complete the checklist below to ensure that you've fully prepared your plans. If you have all of the boxes below checked, then you're more likely to be approved for a Community Volunteer Grant:

General Qualifying Questions

- Are you a Foresters member in good standing?
 - For example, are your Foresters premiums, fees, dues, and other payments specified by your insurance documents in good standing?
- Are you 18 years of age or older?
- Will the date of your activity be eight weeks (or more) from the date that you submit your grant application?
- Have all dates and venue arrangements been tentatively scheduled?
 - Should any changes be required (such as dates, venue or major budget items), the grant request will be cancelled and must be resubmitted. The new grant will need to comply with the Granting activity guidelines.
- Neither you nor your immediate family members will benefit financially or otherwise from receiving this Grant and/or organising this activity.

Venue/Location Details

- The planned venue is in a space that is publicly accessible.
- The venue is open and welcoming to everyone regardless of gender, race, age, ability, sexual orientation, ethnicity or religion.
- The location is near public transportation, has available parking and is easily accessible by volunteers with mobility restrictions.
- You know whether or not your venue requires a deposit, payment in advance, or additional insurance, and have made note of payees and their addresses (if applicable).
- You have investigated any noise restrictions, fire safety codes, or any other regulations that may have the potential to shut down your activity.
- You know the full address of your venue and its website address (if available).
- Venue locations must be within 60 miles /96km of the applicant's residence.

Activity Details

- Your activity statement is defined using the *Plan, Plan, Plan* worksheet
- Your activity will take place during the recommended times (7AM – 11PM) and for a reasonable length of time (typically 1-2 hours)
- You will be offering this activity at no cost to members
- You have a helper or someone who can support your efforts and take your place in case of emergency.
- You have a back-up plan in place, should you encounter bad weather on the date of your activity (if applicable)
- You have reviewed the *Non-Qualifying Budget Items* policy and planned for your activity to meet the expense requirements, while being family friendly and appealing to all ages
- There is a designated space and time for members to register on the day of your activity
- You have reviewed the Foresters *Privacy Policy & Accessibility Policy* to ensure that your activity plans are in compliance with these requirements

Budget

- You have used the *Personal Budget Tool* and the *Suggested Shopping List* to account for all of the members who will be volunteering at your activity (and your total budget does not exceed £2,000, as per the *Granting Guidelines*)
- You have reviewed the Non-Qualifying Budget Items policy and constructed your budget with these parameters in consideration
- You have accounted for all applicable taxes, delivery fees, and other acceptable surcharges.

Payment Administration

- You have confirmed with the vendors that payment will be made through a Paycard and that they can accept your prepaid credit card provider
 - Funds for Community Volunteer (CI) activities are payable by Paycard only. Paycards are treated like a credit card.
- Paycards should only be used for activity related purchases as listed in your budget; personal expenditures will not be reimbursed and cash withdrawals are prohibited.



Planning your activity

Apply for your grant

8-10 weeks before your activity is: _____

- Record all your activity plans using this *Activity Guide & Application Checklist* as a workbook and the *Sample Grant* application as reference to ensure that you have planned for all elements of organising a CI activity
- Complete and submit your grant application online:
 - Visit foresters.com
 - Click "Member Benefits" from the menu and then select "Foresters Community Grants Programme" in the navigation menu.
 - To begin your Grant application right away, click on the "Start your grant application now" button at the bottom of the page.
 - Complete and submit the application (we suggest that you to print the confirmation page for your records, noting your assigned reference number)
 - Within 10 business days, you will receive an email advising you of the status of your application
 - If you have any questions about the application, contact the Grants Team at grants@foresters.co.uk

Promote your activity

6+ weeks before the activity is: _____

- Retrieve your event listing on the Member Events page, and promote your activity amongst your fellow Foresters friends and family to encourage them to register
 - The Grants Team will create an online activity listing to appear on the Member Events page. Once your event listing is live, Foresters will notify members within your radius and invite them to register online via your activity page

Receive your paycard in the mail

Within 30 days before your activity is: _____

- Activate your paycard
 - Upon receiving your paycard in the mail, activate the card by following the instruction in the *Paycard Guide*, which can be found in the mailer (accompanying the paycard) or online in the Resource section

Prepare for activity day

7-14 days before the activity is: _____

- Review the registration notification and update your Personal Budget Tool
 - The Grants Team will send a registration notification 10 business days prior to your activity to help you purchase the appropriate supplies
- Pick up supplies
 - If you manage to purchase supplies at a lower price than you budgeted for, use the available funds to purchase larger quantities or consider adding more to the project

NOTE: If ordering supplies from a website ensure you allow enough time for delivery.

1-4 days before the activity is: _____

- Review Foresters policies on Accessibility and Privacy, which can be found online in the Resource section
- Review your registration list
 - The Grants Team will send a registration list 2 business days prior to your activity to help you prepare accordingly.
- Pick up remaining supplies and snacks
 - Consider if there are any outstanding supplies (such as food items) and arrange/purchase all snack items.

NOTE: When buying food items, keep in mind any allergy considerations (i.e. most schools are nut-free environments).
- Print the Foresters directional signage to help direct members to the registration area
 - The sign and cut-out directional arrows can be found online in the Resource section, with other helpful tools for your activity.
- Pack supplies
 - Pack up all the supplies, referencing your Personal Budget Tool to double check that you have everything you'll need.

Host your event (and have fun!)

Today is the day: _____

- Arrive 30-45 minutes early and set up the space
- Set up the registration area and arrange the space to meet the needs of your activity
 - You will likely need a few work stations, a food station and chairs for volunteers to take a break.

Planning your activity (Con'd)

- Establish a check-in process
 - We recommend that you assign a volunteer to manage the check-in process and confirm volunteer attendance as you will likely be busy greeting and needed elsewhere. Be sure to record attendance as this is required for the Post-Activity Report.
- Ensure all volunteers are enjoying themselves and have enough to do throughout the activity
- Leave the venue as you found it
 - When the activity is completed, clean up and rearrange to ensure venue is cleaned to the expectations and rules of the venue
- Drop off outstanding items at the Benefitting Organisation
 - Deliver the project output (care packages, project items, recipes, etc.) and leftover supplies to the benefiting organisation.
 - Make sure that any item is delivered in an orderly manner so that the hard work of your volunteers is appreciated.

Share your success (yes, there is still work to do)

Within 30 days after the activity is: _____

- Complete the Post Activity Report (this will be sent to you within one business day of your activity) and include your Attendance List
 - You must submit your Post Activity Report within 30 days of your activity or grant benefits could be suspended.

NOTE: A sample Post-Activity Report to help you with your planning can be found online in the Resource section
- Make sure to keep all your receipts
 - In the event of an audit, you will need to back up your use of granted funds with your receipts.

Social Media

Volunteers are encouraged to share photos of their volunteerism through their social networks.



facebook.com/ForestersUK



twitter.com/ForestersUK



youtube.com/foresters