

i.Volunteer 2022

Proposal

i.Volunteer 2022

Overview

NUS i.Volunteer is a one-day event jointly organized by NUS Office of Student Affairs (OSA) and Red Cross Youth (NUS Chapter). It is set to be conducted physically on NUS Day of Service, with volunteers helping out in different sectors.

NUS i.Volunteer hopes to provide a meaningful and practical volunteering experience for our volunteers, and also a fruitful time for our beneficiaries. We hope that through this, volunteers will have deeper insights in the various sectors, see the joy of volunteering and be spurred to continue volunteering in the future.

The following are the suggested six sectors that volunteers can choose to be in:

1. Youth
2. Elderly
3. Palliative care
4. Hearing difficulties
5. Intellectually disabled
6. Low-income families

*For each sector we will be targeting an estimated 1:1 ratio of beneficiaries to volunteers.

Event Objectives

1. Create a meaningful learning experience through volunteerism for both volunteers and beneficiaries
2. To provide comfort and refreshing experience to beneficiaries
3. Encourage regular volunteerism amongst NUS students and be a platform for them to explore new sectors
4. To ensure sustainability of volunteering activities/ideas

Details of i.Volunteer 2022

Date: 10th September 2022 (Saturday)

Time: 0900-1600 (estimated)

Venues: TBC

Organised by: NUS Office of Student Affairs (OSA) & Red Cross Youth (NUS Chapter)

Organisations: TBC

Expected outreach:

- 100 volunteers
- 100 beneficiaries

Beneficiaries

Sectors	Suggested Organisations to collaborate with
Hearing Difficulties	Canossian School
Youths	Boys' Town
Elderly	NTUC Elderly
Palliative care patients	HCA Hospice
Low-income families	AWWA Family Service Center
Intellectually Disabled	MINDS

Committee Overview: 22 members

Name	Role/Sector	Jobscope
Anandhi	Project Director	<ul style="list-style-type: none"> ● Overlook Overall Project Planning ● Communication bridge between OSA and RCY ● Budget management
Justin	Vice Project Director	<ul style="list-style-type: none"> ● Assist PD with overall project planning ● External liaison with beneficiary organisations
Total: 2	Publicity and Management	<ul style="list-style-type: none"> ● Creating of event publicity collaterals ● Volunteer recruitment publicity ● Maintain and Growth in the number of following on Instagram ● Creation of Zoom meeting backgrounds ● Follow up post-event publicity with orgs and publicity avenues ● Work with sponsors to publicize if needed
Total: 12 Per sector: 2 members	Programme Heads	<ul style="list-style-type: none"> ● Liaison with beneficiary organisations ● Planning of programme activities ● Facilitation of volunteer workshop/training ● Facilitation of day of service

Total: 3	Volunteer Management	<ul style="list-style-type: none"> ● Note down meeting minutes ● Creation of Volunteer recruitment sign up forms ● Collate and allocate volunteers to respective sectors ● Reminder emails ● Assist Volunteer Managements on Zoom privacy setting on Day of Service ● Communicate with volunteers ● CIP hours management ● Procurement of required items (program activities and volunteer token of appreciation)
Total: 3	Marketing and Logistics Management	<ul style="list-style-type: none"> ● Seek and liaise with organizations to attain sponsorships ● Creating a marketing deck ● Allocation of budget and keeping track of finances ● Reimbursement procedures ● Handling the logistics required for each sector ● Distributing collaterals to each sector

Programme details

With the easing of COVID-19 restrictions, the i.Volunteer committee is eager to conduct the volunteering programs physically, in the hopes of promoting more meaningful interactions and engagement between the volunteers and beneficiaries.

Our stakeholders include NUS Office of Student Affairs (OSA) and Red Cross Youth (NUS Chapter), various beneficiaries and organizations (TBC), volunteers and last but not least, the Project Committee.

Details such as timeline and programme overview will be elaborated under the respective headings. With these plans laid out in transparency, the team hopes to provide assurance to our stakeholders that their concerns are being considered in the planning and execution of the project.

Timeline of planning

Main Agenda	Date	Comms involved
1st Meeting with Committee members: Introduction to i.Vol 2021, breakdown of timeline, roles and responsibility, get to know each other more	Week 1 of Jun (5/6/21)	Whole Comm
2nd Meeting with Comms: Updates on respective sectors' progress <ul style="list-style-type: none">Volunteer manager heads to be done with recruitment forms	Week 3 of Jun	Whole Comm

<ul style="list-style-type: none"> • Pubs start introducing comm members • Marketing to start seeking for sponsorships and emailing sponsors 		
Finalize the partnering organizations and proposals <ul style="list-style-type: none"> • Programme Heads to set up meeting with organizations • pubs start publicizing the different sectors 	Week 4 of Jun	Whole comm
Volunteer online recruitment publicity outreach Wave 1	Week 2 of Jul	Pubs and volunteer management
3rd meeting with Comms: <ul style="list-style-type: none"> • Updates from programme heads • Marketing ICs continue liaising with the sponsors and look out for possible source for logistics 	Week 2 of Jul	Whole Comm
4th meeting with Comms: Updates on sponsors and volunteer recruitment numbers	Week 3 of Jul	Whole Comm
5th meeting with Comms: Update on volunteer training plans + programme	Week 4 of Jul	Programme heads and Volunteer managers
Volunteer online recruitment publicity outreach Wave 2 (KIV)	Week 4 of Jul	Pubs and Volunteer management
6th meeting: programmes to confirm total number of volunteers they can cater to + whether volunteer training is needed	Week 5 of Jul	Programme Heads, face-to-face meeting

7th meeting [If needed]: Last refinement of programmes, finishing assignment of volunteers to sectors, sponsorships to be confirmed and closed	Week 1 of Aug (Jul 31st)	Volunteers, Programme Heads, Marketing
Logistics to start ordering needed items, publicity to pass confirmed design to logistics team	Week 1 of Aug	Logistics, Marketing, Publicity
8th meeting: training of volunteers	Week 4 of Aug	Volunteer Management Heads, Programme Heads
9th meeting with Comms: Confirmation of event outline and Debrief	Week 4 of Aug (18/9)	Whole Comm
Packing of goodie bags and distribution to programme heads	Week 4 of Aug (tentative)	Everyone
Tentative event day 1	3/9/22 (Saturday)	Everyone
Day of Service (event day 2)	10/9/22 (Saturday)	Everyone
Tentative event day 3	17/9/22 (Saturday)	Everyone

Suggested Timeline of the service day

Date: 10th September 2022 (Saturday)

Time: 0900 - 1600

Venue: TBC

Time	Activity	Venue	Stakeholders involved
0900-0915	Volunteers Verification and Registration	Physical/Online	<ul style="list-style-type: none"> ● Vol management ● PD/VPD
0915-1000	Introduction to i.Vol and Ice breakers among volunteers	Physical/Online	<ul style="list-style-type: none"> ● PD/VPD ● OSA staff ● Vol management
1000-1130	Sector orientation	Physical/Online	<ul style="list-style-type: none"> ● Programme heads ● Organisation spokesperson
1130-1230	Lunch break	-	
1230-1300	Sector briefing	Physical/Online	<ul style="list-style-type: none"> ● Programme heads ● Vols management
1300-1315	Beneficiaries registration	Physical/Online	<ul style="list-style-type: none"> ● Vols management
1315-1330	Introduction to i.Vol to beneficiaries	Physical/Online	<ul style="list-style-type: none"> ● PD/VPD
1330-1530	Further interaction among sectors	Physical/Online - breakout rooms	<ul style="list-style-type: none"> ● Programme heads
1530-1600	Short sharings and debrief	Physical/Online	<ul style="list-style-type: none"> ● PD/VPD ● Programme heads

Programme Overview

To ensure a meaningful experience for the beneficiaries, the committee will take into accounts the needs and wants of the beneficiaries participating and plan the activities accordingly.

A copy of a needs analysis form (refer to appendix A) is attached for every participating organization to fill in. This form would allow the programme heads to plan for more engaging and relevant activities for the beneficiaries and volunteers.

Volunteer engagement

i.Vol 2022 will be focusing on the volunteer engagement process as the aim of this project is to educate and raise awareness of the various participating sectors and most importantly, what does the spirit of volunteerism entails especially during different times like this. We hope i.Vol.2022 will be a platform for them to explore new sectors and inspire them to continue their service to the beneficiaries.

As such, volunteers will be involved in the milestones of the project every step of the way - from planning, preparing to the execution of the activities, the committee will be actively involving volunteers in this journey to enrich their volunteering experiences as much as possible with the assistance of programme heads.

Beneficiaries engagement

There will be a total of 6 sectors participating in this year's project. i.Volunteer committee is still in the process of liaising the interested organization's confirmation to participate in the project before handing over to the recruited programme heads for further discussion of programme plans.

Programme details

Sectors	Programme plans
Hearing Difficulties	<i>All activities have to be confirmed with Programme Heads</i>
Youths	<i>All activities have to be confirmed with Programme Heads</i>
Elderly	<i>All activities have to be confirmed with Programme Heads</i>
Palliative care patients	<i>All activities have to be confirmed with Programme Heads</i>
Low-income families	<i>All activities have to be confirmed with Programme Heads</i>
Intellectually Disabled	<i>All activities have to be confirmed with Programme Heads</i>

Stages of planning

Stage of planning	Details	Stakeholders involved
Planning 1 : Activities	Confirmation on the needs and wants of beneficiaries	Programme heads
Planning 2: Activities	Brainstorm on possible activities to be carried out and liaise with the organisations regarding the feasibility of the activities	Programme heads
Planning 3 : Flow of service day per sector	Each sector can decide on the flow of their activities at their discretion	Programme heads

Planning 4: Volunteer training	To ensure that volunteers are ready for interactions with beneficiaries, some sectors might conduct volunteer training	Programme heads
Planning 5: Beneficiaries engagement		Programme heads Volunteers
Preparation 1: Logistic preparation for actual event day	<p>Programme heads to notify the logistics team for item procurement</p> <p>For hand-made items: logistics will procure the necessary items and Programme heads/volunteers will prepare the resources for beneficiaries</p>	Programme heads Volunteers
Preparation 2: Delivering of logistical items to beneficiaries	All programme materials will be prepared by our programme heads and delivered to the beneficiaries before or during the event day, depending on the format of the event	Programme heads, Logistics, Marketing
Preparation 3: Confirmation for external stakeholders to give talks during sector orientation (if needed by the sector)	<p>During the sector orientation, there will be speakers from the relevant sectors to share more about their experience in the selected field</p> <p>If possible, it can also be sharings by the beneficiaries as well</p>	Programme heads Respective organisations Beneficiary
Execution 1: Ice breakers and sector orientation	Programme heads carried out the activities planned	Programme heads

Execution 2: Sector briefing	Programme heads to brief the volunteers on the execution of engagement	Programme heads
Execution 3: Volunteer and beneficiary engagement	Volunteers to carry out the activities that are planned	Volunteers
Execution 4: Sharings and debriefing	Debrief and summary of the event	PD/VPD Programme heads

Details of logistical arrangement

There are 2 options for this to be executed:

- 1) Resources will be sent over to the organizations for distribution prior to the day of an online event
- 2) Resources will be brought over to the beneficiaries by volunteers/programme heads/logistics team if it is a physical event
- 3) Alternative method if the above two does not work:
 - a) Logistics team will deliver the items to the beneficiaries using personal vehicle/public transport/cab hire. If needed, the team will be further split into different teams to minimise the number of beneficiaries that interacted with each logistics member.

Publicity Strategy

There will be a total of 4 publicity posters to be posted during the committee recruitment period (tentatively 11 May 2022 to 25 May 2022). All publicity will be done online. (Designs to be submitted at a later date after approval of i.Volunteer 2022 proposal.)

We will be targeting the following avenues for publicity recruitment:

- RCY social media and Telegram
- OSA newsletter
- NUS Telechat
- Faculties Telechat
- i.Volunteer TeleChannel
- NUS i.Care
- NUSSU Volunteer engagement
- Instagram (NUS RCY, i.Volunteer, faculties)
- Faculties chat group

Safety Plan

In light of ongoing COVID-19 restrictions, i.Volunteer 2022 will be conducted while complying with safe management measures. Safety Plan for i.Volunteer 2022 will be updated according to Singapore's Covid-19 measures. This implies that in order for events to proceed, certain restrictions must be complied with.

- All participants would also be required to wear their masks at all times including during the activities, except during meals or other scenarios

Thank you

Appendix A: Needs Analysis Form

All participating organisations will be required to fill in the survey

i.Volunteer 2022 NEEDS ANALYSIS SURVEY

Part 1: Basic Information

Name of Organisation

Contact Person:

Contact Method:

Approximate Number of
Participating Individuals

Part 2: Needs Analysis

i.Volunteer 2022 hopes to provide a meaningful interaction for the beneficiaries based on their needs.

Please share the preferences of beneficiaries that i.Volunteer 2022 should take into consideration when planning the program. Kindly provide us with more details so that we can design activities based on their needs as much as possible.

Clientele Profile

Preferences and Needs of beneficiaries

Example:
Low-income families

Example:

- Manage stress during this period of pandemic
- Strengthen Parent-child bond
- Preference of activities (mobility issues etc)

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Thank you for filling in this form. Your input will greatly assist the committee in planning a meaningful and engaging experience for all stakeholders!