

GFWC GEORGIA DAY OF SERVICE

April 21, 2018

CLUB RESPONSIBILITIES

August 19 – November 15, 2017:

- Form a committee to organize the GFWC Georgia Day of Service 2018
- Find a local Domestic Violence Charity to benefit from the collections. Send the name of the charity to Kim Sekulow at kbsekulow@gmail.com by 11-15-17.
- Find and secure a collection location – Send the location to Kim Sekulow at kbsekulow@gmail.com by 11-15-17.

January 1 – Feb 28, 2018:

- Encourage members to purchase a Tshirt. Place a group order for the shirts. Deadline to order shirts will be emailed to club presidents.
Deadline to order shirts to Feb 28, 2018 - please see tshirt order form

January 1 – March 1, 2018:

- Prepare local press release from the template to share with the newspaper, television and radio stations. Advertise at least 4-5 weeks in advance of Event.
- Make a Collection box (be creative with the design following the suggested logo)
- Prepare posters from the provided template to post in stores
- Post the event on social media to promote the event
- Copy the Shelter needs and cut for distribution as customers enter the store. Can also post on social media.
- Prepare club brochure and/or business cards to pass out at the event promoting your club
- Have volunteers sign up for specific times to work the event and to deliver the items to the shelter.

After the event:

- Tally and report on the collections
- Deliver items to the pre-determined shelter
- Follow up with any potential members who express interest in your club
- Send a group photo with your collections to the local newspaper
- Send a group photo to the GFWC GA newsletter chair

Before, During and After the event:

- Assign a person to photograph the event. Take lots of pictures and post to social media and the Group Facebook page.