



United Way
of Central Carolinas

ONSITE VOLUNTEER PROJECT – KITS

Before getting started with **planning your own kit packing onsite project**, ask yourself three questions:

1. How many employee volunteers do you want to activate with this project? You need to decide the scale of the activity in order to answer the next two questions.
2. How much space do you have available to set up a project? The space will need to accommodate not only your employees, but also tables to display the kit items, boxes for the completed kits and room to move around.
3. How much budget have you allocated for this activity? Volunteers can go through a kit-packing project fairly quickly. A single volunteer can pack 40 to 50 kits in an hour (depending on the type of kit). If you have 20 volunteers and an hour of time to fill, you may be able to complete up to 1,000 kits, which will mean material expenses of \$2,000 to \$6,000+ (depending on the kit).

If you are ready to move ahead with your project, you can purchase kit materials through the link provided on the United Way's website at: <http://uwcentralcarolinas.org/corporate-volunteer/>. We recommend ordering materials about a month prior to your project date. And, contact the nonprofit agency or school that you will be donating the supplies to. They may be able to send a representative to the project who can thank your volunteers personally.

GETTING STARTED:

1. Once the kit materials arrive, check to make sure that the order is complete and undamaged
2. Make time for setting up your room well before the project begins. The process includes:
 - a. Setting up tables on which the kit materials will be placed
 - b. Unpacking the materials from the shipping boxes and spreading them out on the tables
 - c. Creating at least one SAMPLE KIT for volunteers to use as a reference
 - d. Setting up some empty boxes into which completed kits can be placed
 - e. Have some trash containers nearby so you can get rid of any excess packaging

DURING THE PROJECT:

1. Make time at the start of the project to tell the volunteers what they are doing and what agency/school they are helping out
2. Emphasize that the project is NOT a race – quality is much more important than quantity and volunteers need to make sure each kit is complete and securely packed
3. Play some music to keep the volunteers' energy up
4. Assign one or two volunteers to pack completed kits into the empty boxes and seal them with packing tape
5. If you run out of one of the kit items before the others, stop the project – you don't want to pack any incomplete bags, and loose leftover items can still be donated to the agency or school

AFTER THE PROJECT:

1. Thank all the volunteers for their help
2. If you need help with cleanup, putting away tables, etc., ask the volunteers to assist with those tasks before they leave
3. Make arrangements to deliver the finished kits to your agency or school