



# American Nephrology Nurses Association

## Event Checklist: "Feed Your Kidneys" Drive Volunteer Work Day

### 1. Planning Phase:

- Select a Food Bank/Pantry: Choose a local organization to receive the \$1,000 donation and where volunteers will assist.
- Confirm Date and Time: Settle on a specific date and time for the volunteer work day, aiming for September if possible.
- Coordinate with Food Bank/Pantry: Contact the selected organization to finalize details for the volunteer activities and donation presentation.
- Recruit Volunteers: Reach out to chapter members and community stakeholders to secure volunteers for the event.
- Prepare Event Materials: Gather necessary supplies, such as gloves, cleaning supplies (if applicable), and any promotional materials.

### 2. Promotion and Outreach:

- Distribute Press Release: Send out the press release to local media outlets, including newspapers, radio stations, and online news platforms.
- Social Media Promotion: Post event details on chapter's social media platforms. Use provided graphics and templates.
- Flyers and Posters: Print and distribute promotional flyers and posters in the community, including at local businesses, libraries, and community centers.
- Email Announcement: Send out an email announcement to chapter members and stakeholders. Use provided email template.
- Engage Local Partners: Reach out to local businesses and organizations to encourage their participation or support through donations.

### 3. Logistics and Preparation:

- Confirm Volunteer Attendance: Follow up with volunteers to confirm their participation and provide any necessary event details.
- Coordinate Transportation: Arrange for transportation if needed, ensuring volunteers can easily access the event location.
- Prepare Volunteer Instructions: Provide volunteers with clear instructions for the day's activities and any safety guidelines.

#### **4. Day of the Event:**

- Set Up and Preparation: Arrive early to set up any tables, signage, or other event materials.
- Welcome Volunteers: Greet volunteers, provide a brief orientation, and distribute volunteer assignments.
- Volunteer Activities: Supervise and support volunteers as they engage in planned activities, such as sorting donations, preparing meals, or distributing supplies.
- Donation Presentation: Present the \$1,000 donation check to the food bank/pantry representative during a designated ceremony.

#### **5. Post-Event Follow-Up:**

- Thank-You Messages: Send thank-you notes to volunteers, donors, and community partners who supported the event.
- Media Follow-Up: Send event photos and a summary to local media outlets for potential coverage.
- Event Evaluation: Gather feedback from volunteers and participants to assess event success and areas for improvement.
- Financial Reporting: Ensure accurate reporting and documentation of the \$1,000 donation to ANNA headquarters.