

Greetings for Healing Volunteer Chapter/In-School Volunteer Activity Instructions

Hello, GFH volunteers! Here is more information on how to do one of the following:

1. Establish a Greetings for Healing Volunteer Chapter at your school
2. Do a digital card making activity at your school for an already-existing club (ex. NHS, Rotary Club, or any other service club)

Purpose

Expand Greetings for Healing to volunteers in your school community!

Greetings for Healing Volunteer Chapter

A GFH Volunteer Chapter is a school club in which volunteers at the school come together on a regular basis (ex. Once a month) to make digital cards of positivity for survivors of crime, violence, and abuse. These digital cards would be distributed to the victim advocacy facility to which GFH as a whole is currently sending digital cards.

Instructions for Starting a GFH Volunteer Chapter

1. Contact a school staff member/administrator and discuss Greetings for Healing with them, and how the school would benefit from a GFH Volunteer

Chapter. This staff member would provide you, as the leader of the club, with the guidance and support to plan club meetings.

2. If approved by the staff member, have them fill out the [GFH Volunteer Chapter Permission Form](#).
3. Request to start the chapter [using this form](#).
4. Wait to receive an email about getting your chapter started.
5. Communicate with club members/potential club members about meeting dates, GFH volunteer projects, and Greetings for Healing as an organization.
6. For each monthly volunteer project with Greetings for Healing, a Google Slides presentation specifically for your school will be sent out to you via Slack; In this presentation, members of the club will make their digital cards. You will be responsible to receive this presentation from us and share it with your club members.
7. On the first day of each month, you will be asked to email GFH with the following:
 - a. The current number of volunteers signed up for your club
 - b. Progress on the club (ex. Details from previous meeting)
 - c. Plans you have for the club's next meeting(s)
 - d. Any questions/concerns/suggestions.

Important Notes

- Volunteer chapters are a part of Greetings for Healing, not their separate entity. This means the following:
 - GFH Volunteer Chapters should represent themselves as a chapter of the larger organization of GFH.
 - Any social media pages, such as Instagram, should specify this. (Ex. in the bio)
 - GFH Volunteer Chapters should specifically be run to participate in GFH volunteering, not other activities. If your chapter would like to do other service projects beyond GFH, please consider naming the club something else and doing an in-school volunteer activity instead.

Greetings for Healing In-School Volunteer Activity

A GFH In-School Volunteer Activity is an event held by an already-existing club. The club in which this activity is held usually has some connection to community service, such as National Honor Society. During this activity, club members make digital cards of positivity for survivors of crime, violence, and abuse. These digital cards would be distributed to the victim advocacy facility to which GFH as a whole is currently sending digital cards.

Instructions for Hosting a GFH In-School Volunteer Activity

1. Contact a school staff member/administrator and discuss Greetings for Healing with them, and how the school would benefit from a GFH Volunteer Chapter. This staff member would provide you with the guidance to plan and hold this activity.
2. If approved by the staff member, have them fill out the [GFH In-School Activity Permission Form](#).
3. Request to hold the activity [using this form](#).
4. Wait to receive an email regarding the activity planning.
5. Closer to your activity date (which you will plan out after the previous step), a Google Slides presentation specifically for your club will be sent out to you; In this presentation, members of the club will make their digital cards. You will be responsible to receive this presentation from us and share it with your club members.
6. During the activity, please keep a tally of the number of volunteers who chose to participate.
7. After holding your in-school volunteer activity, text message GFH with the following:
 - a. The number of participants in the activity
 - b. Any questions/feedback/suggestions