

COMMUNITY INVESTMENT DAY 2024

Designing your Activity

This guide will help you design your organization's group volunteer activity for Community Investment Day 2024. If you have questions or would like to learn more, please contact us at outreach@volunteerottawa.ca or visit volunteerottawa.ca/organizations/join-community-investment-day

■ Start by thinking about what you need done.

What is a useful way for a group of volunteers to help your organization in its work? Start by evaluating possible activities and what it would take to coordinate them on the day of the event.

■ How many participants do you need/can accommodate?

Think about the activity requirements, the space involved, and your staff presence. What size of group would be most appropriate for your activity?

■ Put together your activity outline.

When submitting your activity to Volunteer Ottawa, we will ask a few questions to ensure that we can list all the pertinent details for participating EDC employees. Here are some details to consider:

- Who will be the contact for this event within your organization, and how should VO contact them?
- What will volunteers be doing and what should this activity be titled?
- How many participants can you accommodate for this activity?
- Will the activity be a full day (9:00 am to 4:00 pm with an hour lunch break from noon to 1:00 pm), half-day morning (9:00 am to noon), or half-day afternoon (1:00 pm to 4:00pm)?
- Will the volunteers need to bring anything specific or wear specific clothing?
- Where will the activity take place and how can participants get there?
- Are there any special considerations, such as: is photography allowed, must a waiver be signed, and if the activity is accessible for someone using a mobility device?

Once you're ready, you can submit your activity to us online and we will reach out to confirm with you shortly.

■ Submit your Activity Online

Once you have designed your activity, submit it via the online form. Use the QR code below or follow this link (<https://forms.office.com/r/4fLvCKrwdc>) to visit the form and submit your activity.

