

# Tip sheet: Hosting a virtual Kynd Kit volunteer event

Kynd Kit volunteer events are an easy and rewarding experience for groups with members in multiple locations. The tips below are intended to help you plan a virtual volunteer event.

## Step 1: Determine the event date and timing

### Timing

Some projects take longer than others. It can be helpful to review the kit's [online directions](#) before setting your event timeline to ensure you block the right amount of time. Most *Classic* kits can be completed within 30 - 45 minutes, while many *Plus* kits require 1 - 1.5 hours. Remember to include additional time for instructions, wrap-up, etc.

## Step 2: Send the event invitation

### Virtual link

Select a virtual platform that will allow you to present and volunteers to interact with each other.

### Volunteer Preparation

Include essential details that volunteers will need to know ahead of time to prepare for their experience, such as:

- **Workspace** - Each volunteer will need enough space to spread their supplies out and work. Desks, tables, and countertops are great options.
- **Extra Supplies** - Each kit has *almost* all the supplies needed to complete the activities. It is essential to read through the online instructions for each kit offered before your event and communicate any extra supplies volunteers should have on hand. Some standard "extra" supplies you may need are:
  - *Scissors* - If your instructions require you to do any cutting, keep in mind that scissors are not included in the kits

- *Washable markers* – Most kits ask you to decorate a card or notecard for the recipient. Each kit comes with 2 – 3 washable markers. Some volunteers may prefer to have a greater variety of marker colors to choose from.
- *Permanent markers* – Similar to washable markers, each kit will include two permanent markers for activities such as decorating a plastic bag or bandana. Depending on the activity and volunteer, more colors may be helpful.
- *Extra kit inclusions* – At the end of each instruction page, there is a list of other items that can be included in the completed kits. Consider asking volunteers to purchase some of these items ahead of time to include in their kit. These little “extras” will make their completed kits much more special to the recipient and incorporate a giving component into your event.

## Step 3: Place your kit order

### Kit selection

Before placing your order, decide if each volunteer will complete the same kit or if you will offer multiple choices of kits for volunteers to choose from. While options are always nice, remember that providing uniform instructions for the group or creating a shared experience may be more difficult. (See step 4 for additional details)

### Bulk orders with individual shipping

Since your kits will be sent to numerous different addresses for your virtual event, you must collect the necessary information from each participant before placing your bulk order. When you have your list of names and addresses, email Hailey at [hailey@projecthelping.org](mailto:hailey@projecthelping.org) for assistance in placing your bulk order.

## Step 4: Plan your program

Your Kynd Kit event can be as laid-back or structured as you want. Below are “agenda” items you may choose to incorporate into your timeline.

### Project Helping Overview

Volunteering is more meaningful when you know more about the cause and how your efforts are helping. Consider reviewing the following information about Project Helping before your event so you can share it with your group:

- [Mission & Origin Story](#)
- [What are Kynd Kits?](#)

### Kit Registration and Instructions

- Have each volunteer register their specific kit. Each kit contains a unique Registration Code from Project Helping on the box or attached to a Ziploc bag inside the kit (depending on the kit). Scan the code and complete the form to unlock the tracking feature allowing each volunteer to follow the journey of their kit.

- Show the instruction video found at the top of the instruction page.
- Leave the step-by-step instructions on the screen or encourage volunteers to view them on their phones. A QR code for kit-specific instructions is included inside each box.

### **Gratitude Prompt**

- There is a *Gratitude Prompt* at the end of each instruction video. Take a few minutes to answer the prompt as a group or re-introduce it later as a conversation starter as people work on their kits. Participants can answer the prompt verbally or in the chat area of the video conferencing platform.

### **Closing Remarks**

- Thank your volunteers for their time and creativity
- Let each volunteer know they should register their participation and hours on the Volunteer and Giving site using the QR code on the Medtronic Foundation paper inserted in each kit. By doing so, they will play an essential role in helping track Medtronic's community engagement. They will also be one step closer to earning a Volunteer Grant!

## **Step 5: Return completed kits**

There are two options for distributing completed kits.

### **Return to Project Helping**

Adhere the prepaid shipping label to the outside of the kit or original shipping box/packaging and drop it off at the respective carrier locations. Project Helping will distribute the kits to one of their many strategic partners.

### **Donate local**

Identify a local non-profit organization that can accept your kits. Kits can be delivered in person or shipped (at the volunteer's expense). Ensure the recipient organization knows to scan the Registration Code so you can continue to follow the journey of your kit.

Please reach out to [rs.medtronicfoundation@medtronic.com](mailto:rs.medtronicfoundation@medtronic.com) with questions. Thank you for leading a Project Helping Kynd Kit event!