

# Tip sheet: Hosting an in-person Kynd Kit volunteer event

Kynd Kit volunteer events are an easy and rewarding experience for groups. The tips below are intended to help you plan an in-person volunteer event.

## Step 1: Determine the event date and location

### Location

When selecting an event space, keep workspace in mind. Volunteers need enough space to spread their supplies on a table or counter. Conference and training rooms or cafeterias and break rooms are ideal due to their many table spaces.

### 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: 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 order

Since all your kits will be shipped to one address for your in-person event, you can place a bulk order that includes a kit for each participant. When you have your list of names and kit selections, email Hailey at [hailey@projecthelping.org](mailto:hailey@projecthelping.org) for assistance in placing your bulk order.

## Step 3: Gather your supplies

### Extra supplies

Each kit comes with *almost* all the supplies needed to complete the activities. It is essential to read through the online instructions for each kit before your event to ensure you have all the necessary supplies. 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, but offering a greater variety of marker colors will be more enjoyable for your volunteers and create more beautiful results.
- *Permanent markers* - Similar to washable markers, each kit will include two permanent markers for activities such as decorating a plastic bag or bandana. Offering more colors will allow volunteers to get more creative.
- *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 purchasing some of these items ahead of time or asking your volunteers to bring them. These little "extras" will make your completed kits much more special to the recipient and incorporate a giving component into your event.

## 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 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 (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.

## 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

Pack the completed kits back into the shipping box and adhere the prepaid shipping label to the outside. 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!