

Project Noelle Volunteer Handbook



“

*Volunteers do not necessarily have the time;
they have the heart.” –*

Elizabeth Andrew

Welcome To The Team



Welcome to Project Noelle, we are so glad you are here!

It is our hope that this handbook will introduce you to Project Noelle and how we work to improve the lives of our youngest victims of the opioid epidemic.

This handbook will review the rules and regulations and provide guidance on running a chapter in your community.

We are a team and a family and we look forward to having you join us while we continue to grow and expand. Helping the children is our top priority.

Volunteers are the heart of our organization. Whether you want to help at Easter, Christmas or throughout the year, anything you are able to do is appreciated.

Again, thank you for being here. We could not function without the help of wonderful volunteers like you!



Table of Contents

Introduction

Page 3 Table of Contents.....	3
About Us —.....	4
At a Glance —.....	5

Policies and Procedures

Code of Conduct —.....	6
------------------------	---

Volunteer Zone

Volunteer Roles —.....	7
Volunteer Recruitment —.....	8
Volunteer Opportunities —.....	9-10
Fundraising —.....	11
Emergency clothing & diapers —.....	12
Easter —.....	13
Summer Luaus/Picnics —.....	14
Kids Groups —.....	15
School Supplies —.....	16
Fairs & Festivals —.....	17
Speaking Engagements —.....	17
Overdose Awareness Day —.....	18
Christmas Handbook.....	C 1-14



About Us

Project Noelle was founded in December, 2017 in Sandusky Ohio. It was named in memory of Noelle Maschari who passed away from an accidental overdose. She left behind three beautiful boys. The founder realized the need to have an organization to help the families left to care for the children affected by the opioid epidemic by overdose death, incarceration or active use.

Since its inception, Project Noelle has established chapters in multiple counties throughout Ohio and Florida and recently expanded into North Carolina. Our goal is to establish chapters in counties throughout the country in the very near future.

Our mission is to provide assistance with Christmas presents, Easter baskets, clothing and diapers to the children in our communities. Each chapter can also add additional programs like kids support groups, summer picnics and luaus, Christmas parties, back to school supplies, and back to school haircuts just to name a few.

Each community is encouraged to adapt to meet the needs of the children they serve.



Project Noelle

Helping the
youngest victims of
the Opioid Epidemic

Emergency clothing and diapers
Christmas Assistance
Easter Baskets
Kids Events
And More!!



For more info:

call 800-637-9956

email projectnoellehelps@gmail.com

visit our website

www.projectnoelle.com

Volunteer Code of Conduct.

As a volunteer, I am also an ambassador for Project Noelle.

I am committed to:

- Performing my role to the best of my ability
- Acting honestly, responsibly and with integrity
- Meeting time and task commitments and providing notice when I am unable to fulfill my role
- Treating all individuals with respect and dignity
- Keeping confidential information confidential
- Seeking authorization before communicating to the public on Project Noelle's behalf
- Complying with Project Noelle's policy of mandatory reporting cases of suspected child abuse, neglect, sexual abuse or harassment
- Refraining from the use of video, audio, or photographic recording equipment unless given explicit permission to do so
- Avoid Conflict-of-interest situations and actions that may be perceived as such
- Report potential or actual conflicts of interest as they arise
- Refuse tips, gifts, or any other types of payment for my volunteer work
- Avoiding profane or abusive language and behavior.
- Abstaining from the use, possession, and influence of illegal drugs while performing volunteer services
- Not engaging in illegal activity

If a volunteer is found to be in breach of the code of conduct, their position with Project Noelle will be terminated.

Volunteer Roles

County Director: Organizes events, manages all volunteers

Holiday Directors: Manages wish lists, Christmas Boards, Easter Baskets and organizes distribution

Fundraising: Plans and organizes creative ways to raise money

Other Opportunities: Assist with fundraising, holidays, parties, picnics, kids groups, crafts, baking, marketing, bookkeeping, thank you cards, birthday cards, phone calls and more.



Volunteer Recruitment

The most important thing you will need for your county to be successful, is volunteers. It can also be the most challenging thing to do. In most cases it takes time. Please don't get discouraged if you don't have people pounding down your door to help. Once you recruit volunteers be sure to keep them engaged and informed. Some tips for volunteer recruitment:

- Ask your family and friends!!!
- Advertise on Facebook
 - Reach out to sober living homes or other groups for Holiday help
 - Schedule volunteer meetings in person or on Zoom



Volunteer Opportunities

Seeking donations

- Food/Snacks/craft supplies for Kids Night, Luau and Christmas parties etc.
- Fundraising
- Raise money that can help with emergency resources for families, Kids Night, Easter and Christmas, Luau and other activities

Awareness

- Represent Project Noelle at area festivals/fairs to explain the mission of Project Noelle and supportive services available to families

Appreciation

- Mail out thank you letters to individuals/organizations/businesses who donate

Easter

- Seek out individuals, organizations, businesses to donate Easter Baskets
- Collect and distribute Easter baskets to families

Summer Luau

- Set up and monitor the food table
- Grill hot dogs, bake desserts
- Coordinate/help with games and crafts
- Set up/clean-up crew

Christmas

- *Recruit* organizations/businesses to have Toy Donation Boxes/Adopt a Child Board
- *Deliver* Toy Donation Boxes/Adopt a Child Board to organizations/businesses
- *Collect* Toy Donation Boxes/presents from organizations/businesses
- Organize donations
- Deliver donations to a designated location for the families to pick up

Christmas Concert

- Solicit donations for the basket auction
- Sell tickets for the concert
- Set up and serve dinner
- Bake desserts
- Sell 50/50 tickets at the concert
- Help with the basket auction at the concert
- Collect tickets at the door at the concert
- Set up/clean-up crew

Family Christmas Party

- Set up and serve dinner
- Bake cookies
- Coordinate/help with crafts and games
- Set up/clean-up crew

Kids Night (ages 5-12)

- Coordinate/help with crafts and games
- Set up dinner
- Clean up

Back to School

- Recruit local hair salons to provide free haircuts for the kids
- Share community resources (school supplies/backpacks etc.) with the families

A few of our goals for future events; Teen Nights (ages 13-18), Caregiver Support Groups

Project Noelle depends on volunteers to carry out our mission; to provide support and resources to children and families affected by the drug epidemic. These children deserve opportunities to have fun, understanding as well as fellowship with peers with similar life experiences. Project Noelle has high expectations of our volunteers, ensuring they appropriately and respectfully represent our organization. If a volunteer works directly with children, they will need to have a background check.

Fundraising



Fundraising is a very important part of running your chapter. You will need funds for Clothing, Diapers, Christmas, Easter, and other events.

Be creative and have fun. The only thing we ask is not to do anything that would be sexual or vulgar.

Restaurant fundraisers can help you make money while providing advertising for Project Noelle.

BINGO, Rummage Sales, Bake Sales, Concerts, Poker Runs have all been good money makers.

Raffles!! People love raffles, whether it is a basket raffle or a 50/50 raffle!! You can also do these in combination with other events.

You can always reach out to other counties for ideas or advice. Do what works but don't be afraid to try something new.

Emergency Clothing and Diapers



Project Noelle provides clothing and diapers to kids on an emergency basis. What

constitutes an “emergency”: a child has recently (within 6 months) been placed in another home or has had a parent pass away from an overdose.

This program is not meant to provide a new wardrobe every season. We provide a few outfits,

pj's, coats or jackets, underwear, socks, and/or shoes.

Applicants can apply on our website or reach out directly to the county director.

The county director will send out a message to all volunteers on the applicant's needed items. Volunteers can either collect the articles from their storage or purchase needed items. Delivery to the family is usually done within 48 hours of the request



Easter



Easter is a busy, but fun time for us.....and not nearly

as hectic as Christmas!!!

Each year, Project Noelle enlists the help of the community to donate candy, toys, coloring books, crayons, and other fun things to make Easter baskets. We group them in infant/toddler, youth, pre-teen and teen.

With the help of volunteers, we set up a day when they are distributed to the kids.

We recommend reaching out to friends, family, organizations, business etc for donations. You can also hold fundraisers to collect money to purchase materials to make baskets if there are not enough donations to fill the need.

We realize that Easter Baskets are not a necessity but we do love putting some smiles on our kids faces on Easter morning.

Summer Luau/Picnics



Your county may decide to do a summer luau or picnic. This is a free event we provide to the families we have assisted or other kids in your community that have also suffered from the opioid epidemic.

A simple lunch is provided like hot dogs, chips, cookies and a drink.

Your luau or picnic may include entertainment like costumed characters or face painters. We encourage you to include crafts or games for added fun. You will use the funds you collected to pay for these events so you may need to plan ahead. We encourage you to reach out to your local businesses to help sponsor these events in exchange for advertising. You will need to make sure you have enough volunteers to help run the events. We have a lot of fun with these events and the children really love them.



Kids Groups

Kids groups are a great opportunity to get kids together with peers to let them know they are not alone. There are several things you need to know to be successful in running kids groups.

- The first and most important step to a successful kid's group is to make sure you have enough volunteers.
- Second step is to secure a location. This could be a church, park, community center, or other public location.
- Make sure you have enough money in your account. Again, planning ahead will be important. Each community is responsible for funding their own kids groups as the general fund does not cover these expenses.
- You must use at least one activity from the celebrating families workbook.
- Kid's groups should consist of dinner, games, and crafts.



School Supplies & Back to School Haircuts



Some of our counties host school supply drives and/or arrange free back-to-school haircuts. There may already be county organizations providing this so your county may not need this. Please research this before planning these events. If you find that this is something your county could use, you will find it is usually pretty easy to find businesses or organizations willing to put up a donation box to collect items.

Reach out to salons, many hair stylist will donate their time to provide haircuts to the kids at no charge. It can be a great tax write off for them, too.



Fairs & Festivals



Fairs, Festivals, Craft Shows, etc are a great way to get public exposure, and recruit volunteers. You can set up a table to display Project Noelle and its mission. You will most likely be able to sell t-shirts and fans there as well. Most offer a special non-profit rate, and some will even donate a free space.

Speaking Engagement Requests

You may get a request to speak for a group, news, or radio. You will need to inform Project Noelle prior to speaking on behalf of the organization. Advertising helps us grow so we definitely want you to share what you love about us with others.

Overdose Awareness Day

Every year we host or join in on an Overdose Awareness Day event to remember the loved ones lost to Overdose. If there isn't an event in your area, let us know. We encourage you to help with an event in an adjoining county. If you know of an event currently planned, please consider requesting to put up a table to pass out information. We want you to help bring awareness that opioid use disorder can happen to any one of us. Help us reduce the effect on the children, help us end the stigma.



Detailed Volunteer info will go here

Carol Bauer
President

Kerry Derov
Vice President

Mallory Mock
Secretary

d
Treasurer

Nate Kehlmeier
Member

Natalie Miller
Member