



## Volunteer Guide

**What and When:** A nationwide awareness and fundraiser campaign through the National Inclusion Project during the Holiday Season

**Why:** To help raise awareness and funds for the National Inclusion Project, spread holiday cheer, and have fun!

**How:** If you would like to volunteer, please send your contact info to [wfi@inclusionproject.org](mailto:wfi@inclusionproject.org) and submit a volunteer waiver found at [www.inclusionproject.org/wrapping-for-inclusion](http://www.inclusionproject.org/wrapping-for-inclusion)

### VOLUNTEER OPPORTUNITIES

**Site Coordinators** – Contact local shopping malls and merchants to arrange dates and times for wrapping gifts. Find and schedule volunteer wrappers. Collect donations and send to the NIP mailing address by December 31st.

**Gift Wrappers** – Wrap presents across the nation, while creating awareness about inclusion.

\*All volunteers are asked to submit a Waiver and Release. Everyone needs to complete this every year.

### I WANT TO SIGN UP! What Do I Do Next?

#### Coordinators

- Send in your Volunteer Waiver to [wfi@inclusionproject.org](mailto:wfi@inclusionproject.org)
- Find your Wrapping Location(s) - Call the malls and stores in the area. Remember: The earlier the better!
- Recruit Volunteers - Contact local schools, churches, recreational programs, service agencies, organized groups, and fraternal organizations about volunteering to wrap.
- Set up your schedule and confirm you have all times covered
- Solicit supply donations

#### Wrappers

- Send in your Volunteer Waiver to [wfi@inclusionproject.org](mailto:wfi@inclusionproject.org)
- Receive information from NIP and/or your Site Coordinator.
- Keep your Coordinator updated on your schedule and when you can wrap.

### FREQUENTLY ASKED QUESTIONS

**What should I wear while I am volunteering?** Please remember that you are representing the National Inclusion Project and dress appropriately.

**What will we need to set up the wrapping booth?** Area Coordinators are responsible for making sure the wrapping station is sufficiently supplied. Suggested supplies are: Tape, Scissors, Pens/Markers, Gift wrap, Bows, Ribbon, Cash Jar or Box. \*NIP will try to provide gift tags and take-away cards with NIP information to all coordinators\*

**How do I handle the donations?** All donations for WFI should be sent to: Wrapping for Inclusion, National Inclusion Project, PO Box 110104 RTP, NC 27709 **by December 31st**. Personal checks should be made out to the National Inclusion Project. All cash donations need to be turned into a money order payable to the National Inclusion Project before mailed.

**How do I create Awareness?** This is the most important part of WFI. As a National Inclusion Project volunteer, please use this opportunity to share what you know. Again, please visit our website at [www.inclusionproject.org](http://www.inclusionproject.org) for information.

Several helpful volunteer and daily tally forms for Coordinators can be found on the WFI website.

[www.inclusionproject.org/wrapping-for-inclusion](http://www.inclusionproject.org/wrapping-for-inclusion)