San Antonio Volunteer Administrators (SAVA) Monthly Meeting
Thursday, January 17, 2019, 11:45am – 1:00pm
United Way of San Antonio and Bexar County

- 11:45am – Arrival and networking
- 12:00pm – Welcome (JoAnna)
- 12:05pm – Introduction and recap to each roundtable discussion (Aaron)
  - Attendees are numbered off, (#’s 1-4) and assigned to different tables (Stephanie)
- 12:10pm – Begin 1st round of table sessions
- 12:20pm – Begin 2nd round of table sessions
- 12:30pm – Begin 3rd round of table sessions
- 12:40pm – Begin 4th round of table sessions
- 12:50pm – End, and overall Q&A as a group
- 12:55pm – Announcements
  - Looking for more Program Committee Members
    - If interested, please see JoAnna, Valerie, Stephanie, or Aaron
  - Reminder to attend Networking Breakfast on Tuesday, January 29th
- 1:00pm – Dismissal

See you all at the Networking Breakfast on January 29th

Table topics
- Creative Communication – Saying “Thanks!” and Targeting Your Audience, Stephanie
- Event planning for Volunteer Appreciation Week, JoAnna
- Social Media tips and troubleshooting, Domingo
- Volunteer Party favors / gifts on a budget – Making every penny count, Aaron
Creative Communication

Stephanie Hernandez, CampCamp

*Saying “Thanks!” and Targeting Your Audience*

- **Traditional Methods:** Handwritten “Thank You” & Birthday Cards
  - Show’s you have a vested interest by taking time to personally address your volunteers
    - Focus on the volunteers effort with your program; highlight a strength or a particular “shining moment”
  - Works best with Traditionalist / Baby Boomer generation
    - Things to remember *write legibly, don’t use acronyms and/or abbreviations and always use proper grammar and PC vernacular*

- **Social Media Posts:** Facebook, Instagram, Twitter, Snapchat
  - Gramm, Twitter And Snapchat for Youngest volunteers to spotlight volunteer activities and the difference they make for your organization
    - Don’t forget your #’s
      - #volunteersrock #volunteerinspiration
    - Works best with Gen X and Millenial generation

- **Utilize volunteer databases and or application platforms to target these volunteers through mass email and text**
  - Constant Contact
  - Volgisitics and/or Volunteer Match

Think outside the box if purchasing items is not in your budget, utilize digital media and/or online platforms such as CANVA to create the perfect message
Getting Your Message Out There

Using Creative Language

Using Creative wording in emails to capture the attention and response of your audience:

♦ Keeps the audience engaged
♦ Puts the direction back in their hands to respond
♦ Keeps the subject at the forefront of the conversation

EMAIL EXAMPLE from CAMP Program Specialist Staff:

Hello CAMP Family!

It’s that time again where I ask you to sign up for the next Respite Weekend!

The next Respite Weekend will be on January 12th & 13th at Hermann Sons in Comfort, TX.

THAT’S RIGHT! This is a different location than what the Respite Club Calendar says. The GREAT thing about CAMP at Hermann Sons is that we can take as many Campers off the waitlist as possible, as long as we have counselors for them. To make that happen, we need YOU to sign up for this event!
Reasons to sign up for this Respite Weekend include the following:

You’re all rested up from Winter Break and can put ALL of your energy into CAMP
You want to start off the New Year right with some good campy vibes
You haven’t seen us in a while and miss your CAMP family
You’ve been hibernating all winter and need to get some fresh air
You love CAMP so much and just want to spend some time at your home away from home

If you’re completely sold on the idea of signing up for January’s Respite Weekend, simply reply to this email and say “Sign me up, fam!”

Please respond to this email NO LATER THAN one week prior to the event (Friday, January 4th) if you wish to sign up.

TALKING Point to finish out with

*two things you should always do:

sending a formal letter of thanks to the “head” coordinator/department
tailor the message to include your volunteer (groups) individual mission
Event Planning for Volunteer Appreciation Week

JoAnna Rosales, The Leukemia & Lymphoma Society

**The Basics:**

- What kind of event do you want to host?
- Timeline – Get organized!
- Location – On or offsite?
- Food & Beverage
- Invitations
- Thank you gift/Party favors
- Décor
- What’s your budget???

**Budget**

The million dollar question, is a Volunteer Appreciation Event in your budget?

- Yes, GREAT this is how to maximize your dollars...
- No, bummer but you can still have a FABULOUS event

**Staff Involvement**

This is a prime opportunity to start or continue cultivating *Staff Buy In* to the volunteer program. They aren’t “YOUR” volunteers they are “OUR” volunteers!

ALL levels of staff should be involved to help or at least attend the event.

How to get them involved

- Greet & mingle with volunteers
- Take photos of attendees
- Hand out awards, thank you gifts or party favors
- Share their favorite volunteer moments with the group and how they impact the organization
Volunteer Party Favors/Appreciation gift ideas on a budget

Aaron Guerrero, The Witte Museum

Low Budget

- Movie night: provide popcorn and refreshments
- Performance of some kind just for them, partnerships with other orgs
- Candy or cookies are always a hit😊
- Tea or hot chocolate
- Look in organization’s closets – garage sale type items from past events, i.e.- water bottles, t-shirts (if dated, use as door prizes for trainings, activities)

Please share some of your ideas😊!!!
Medium Budget

- Candles
- Cups/mugs
- Hand soap
- Plants or succulents

High budget

- $5-$10 gift cards: Amazon, Starbucks, restaurant, etc.
- DIY kits:
  - Movie kit- movie, popcorn bag, candy
  - S’more kit- graham cracker, marshmallow, Hershey’s bar,
  - Baking kit- oven mitt, spatula, cookie/brownie mix
- “Elevate” any of the idea above
- Anything useful: USB, umbrella, affordable headphones, lunch bags, etc.