



Western Alumni

Western Alumni Serves

Guide for Western Alumni Serves Project Leaders

Western Alumni Serves Task Force

Eric Saarvala, BA'95

Robert Collins, BA'77

John Eberhard, BA'66, LLB'69

Amin Jivraj

Collin Macleod, BA'06

Elena Murgoci, BA'81

David Simmonds, BA'07

Western Alumni Serves

- A community service initiative that provides opportunities for alumni to volunteer and connect with fellow alumni while giving back to our communities
- Alumni typically work with existing charities, not-for-profits and community service organizations that meet a specific need in their community
- May is the preferred month, but events can take place at any time of year – depending on needs of community and alumni volunteers

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Guiding Principles

- Project leaders must be Western alumni
- Hands-on service opportunities for alumni and their friends and family
- Have specific project tasks organized for alumni to accomplish on the day of service
- Free of charge / minimal charge
- Do not engage in direct fundraising
- Provide opportunities for student and alumni interaction

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Pilot Projects

- Habitat for Humanity in Toronto/Brampton
- Midnight Exam Breaks on campus
- Planted 420 trees with ReForest London

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Identifying your partner organization:

- Consider needs of your community
- Consider existing relationships
- Are the organization's goals consistent with those of Western Alumni? (i.e. avoid projects that may be controversial)
- Does the scope of the project match the number of volunteers that may participate
- Can the organization accommodate our group?

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Confirming your Partner Organization:

- Interview potential partner organization – start with volunteer coordinator. Do they need our help?
- Define specifics for the day; what will alumni do?
- When could the project occur?
- Is day-of-event training/orientation provided?
- What do you and the Partner Organization hope to accomplish?
- Can children volunteer? If so, how young?
- Indoor or outdoor project? How will weather impact?

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Submitting your project with Western Alumni:

- Complete our online form – must be submitted 6 weeks prior to the proposed project date
- Call or e-mail your Western Alumni Staff Partner to discuss the project
- Work with Western Alumni Staff Partner to prepare e-mails
- Receive day-of-event package from Western Alumni Staff Partner

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Independent Projects

- Alumni who volunteer for projects on their own, or with an existing group of alumni and friends may also be participate in Western Alumni Serves
- Complete our online form to inform Western Alumni of your independent project
- There will be a future web presence to highlight independent projects
- Day-of-event materials from Western Alumni can still be provided, as needed

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Support from Western Alumni can include:

- Evite sent to alumni in your area (as needed)
- Event posted on Western Alumni Events webpage
- Event posted on Western Alumni Serves webpage
- Day-of-event instructions e-mailed to participants
- Day-of-event package provided to Project Leader

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Preparing for the event day:

Western Alumni Staff Partner will send you a Day-of-Event Package containing:

- Name tags
- Western signage for event day
- T-shirts
- Signage with information about where alumni can share event photos and memories, waivers (if required), permission to be photographed

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Preparing for the event day:

Your role may include:

- Verifying details with Project Partner: arrival time, parking information
- Request a Western Alumni Welcome Table
- Is there a rain plan?
- Any special instructions for volunteers
- Have a camera and assign a volunteer photographer

Western Alumni Serves Follow-up:

- Reflect on successes and challenges
- Consider changes that you might make next year
- Share lists, photos and comments with your staff partner
- Discuss strategy for thanking volunteers, the Partner Organization, etc. with your Western Alumni Staff Partner

Western Alumni Serves Tools for Support:

- Western Alumni Serves website:
alumni.westernu.ca/get-involved/community
- Your Western Alumni Staff Partner
- Fellow volunteers



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