



Student Organizations,

The 10,000 Hours Show (10K), the volunteer recruitment effort sponsored by the Office for Community Involvement and the Student United Way, would like to use this toolkit to encourage and prepare your group to complete volunteer service. Whether your group already completes volunteer service or is looking for ways to donate its time, enclosed in this toolkit you will find the information and resources that will make your efforts a success!

“You Volunteer, You Rock”

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I. About 10K

10K is a new and exciting volunteer recruitment effort dedicated to getting MSU students involved in their community. For each MSU student that registers with 10K and contributes a minimum of 10 hours of volunteer service, we will recognize that effort by providing a ticket to an exclusive concert, held only for 10K volunteers! As a student group, we encourage you to participate in this new and exciting effort.

II. Why Volunteer?

As a student group, we encourage you to take part. Here are few reasons why...

1. Volunteering is a fun and rewarding group activity
2. Volunteering is free publicity. There is no better way to market your group to students or the community than by donating your time and talents
3. Volunteering gives back to the amazing Bozeman community

These are only a few of the benefits of volunteering. Learn what more it has to offer by getting involved today.

III. How to Volunteer

Volunteering is easy, but finding the volunteer opportunity that fits your group's interests and schedule often is not. The following steps will help you create a group account on Volunteer Connections, a local web portal dedicated to connecting organizations and volunteers. With the completion of your registration, your group will benefit from the updates and volunteer opportunities listed, making it easier to get and stay involved.

1. Go to www.volunteermt.org and find the "Create Account" link located in the top right corner of the screen.
2. On the Create Account page follow the link to "Sign Up as Group of Volunteers"
3. From there, complete the registration process, remembering these important steps
 - Under the "Basic Information" page of the registration process, indicate that you are an MSU student. By indicating this, you will help the 10K project in recognizing your registration and volunteer hours
 - Under the "Confirmation" page be sure to create your Group. By adding the information requested you will be able to communicate to your group using Volunteer Connections
4. Once registered, use Volunteer Connections to locate volunteer opportunities. When contacting an organization that fits your groups interests and schedule, keep these things in mind
 - Remember, non-profits are busy organizations and it may often take several efforts to reach your contact and organize an event
 - Call with one or more dates in mind for your service event
 - Confirm the number of volunteers with the non-profit. By doing this, both your group and the non-profit will be better prepared for a fun and productive service event

IV. Recording Volunteer Hours

In order to be eligible for the exclusive 10K concert, individuals must complete a minimum of 10 volunteer hours with a local non-profit. As a group, we encourage you to work towards achieving this goal. Here is the step toward making your group's hours count...

1. Using the email template located at the end of this toolkit, prompt individual group members to create a volunteer account and record their hours at volunteermt.org (detailed instructions for registering and recording volunteer hours can be found at 10000hoursmsu.org/register10k)

By completing this simple step, you and your group will be helping 10K reach its goal of 10,000 volunteer hours!

V. FAQs

If I don't find an opportunity or organization on Volunteer Connections, where else can I look?

The MSU Office for Community Involvement has a comprehensive list of local organizations on its website. Listed by focus (Animal Welfare, Arts, etc), use this helpful tool to find a non-profit that fits your group's volunteering interests. -<http://www.montana.edu/community/organizationlist.html>

What if our group already completes volunteer service?

If you and your student group already contribute your time and talents that's great! In order to be eligible for the 10K concert, however, we will need your group members to create a Volunteer Connections account and record their hours. Follow the instructions in section IV of this toolkit to prompt group members to create a Volunteer Connections account and Record of Service.

What does 10K count as volunteer service?

Any service committed to nonprofits or government entities, schools, faith-based organizations, or neighborhood associations is considered acceptable service. However...here are a few other things to keep in mind while volunteering.

- Participating in political activities is not accepted except in cases of non-partisan voter registration efforts
- Participating with religious organizations is accepted for the purpose of community service such as food distribution, etc. (i.e. any service not directed towards church membership)

If you have specific questions related to your group's volunteer service, please use the contact information listed below.

What is the deadline for recording our volunteer service with 10K?

We encourage individuals to update their Record of Service immediately after having completed a volunteer event. The deadline for acceptance of volunteer hours, however, is April 1, 2010.

Disclaimer*This is the first addition to what will be a larger collection of 10K resources. If you have comments or suggestions regarding this or any material, please feel free to use the contact information below.

VI. Contact Information

For further questions or to comment on this toolkit or the 10K project, contact...

10000hours@montana.edu or the Office for Community Involvement at 994-6902

VII. Email Template

Use the following email template to encourage group members to record their volunteer service.

Thank you for taking time out of your busy schedules to participate in our latest volunteer event with (Organization) on (Date) for (Hours). Through your help, we are helping make the Bozeman community a better place! As an individual, you are eligible to participate in the 10,000 Hours Show (10K) and, in exchange for 10 hours of volunteer service, receive an exclusive concert ticket! Take advantage of this opportunity by following the steps for registering and recording your volunteer service at 10000hoursmsu.org/register10k.

"You Volunteer, You Rock"

10K Group Volunteer Log

Need help keeping track of your volunteers? Use this handy time log to keep track of group members who participate in your service event.

Date:

Volunteer Location:

Description of Service:

Hours Served (individually):

Participants:

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Questions or Comments?

10000hours@montana.edu