

VolunteerFest

WHAT IS VOLUNTEERFEST?

For nearly 30 years VolunteerFest has galvanized people of all ages and abilities to volunteer and get to know local nonprofits. This signature Volunteer Fairfax event is happening on **Saturday, October 21, 2023** and seeks to foster connections between community members and the missions of Fairfax County nonprofits. It also helps partners complete wish-list projects, accomplish annual fall clean-up activities and to get volunteer support for special holiday events.

BENEFITS TO NONPROFITS

- Participate in a countywide day-of-service event!
- Recruit new volunteers and supporters to your mission.
- Accomplish a wish-list project that needs lots of hands.
- Provide an opportunity for FCPS students and volunteers of all abilities seeking to engage in service learning.
- Gain access to our communications toolkit and special VolunteerFest promotional materials.



YOUR ROLE AS A PARTNER

As a partner you are expected to communicate with volunteers throughout the registration process including sending a welcome message and detailed information about the project they are supporting. You will organize the project details, including all supplies needed, and must have a person from your organization present on project day to run the activity.



VOLUNTEER FAIRFAX'S ROLE

We recruit the volunteers for all projects using our extensive volunteer lists and by coordinating additional marketing and outreach efforts for this event. You become the primary contact for the volunteers on your project and can ask them to opt in to your organization's communications. VolunteerFest allows volunteers to choose projects and organizations that resonate with them for a one-day, commitment free engagement so they can get to know organizations where lasting connections are possible.



HOW DO I PARTICIPATE?

Project submissions can be made directly through our volunteer management system. **See instructions below.**

Most projects will be accepted on a first come, first served basis. However, some projects may not be a good fit for this event. If your project doesn't work for VolunteerFest, you can still promote it in our volunteer management system.

VolunteerFest projects are limited to ensure that we have a variety of projects happening across Fairfax County and that we can get adequate volunteer support for each activity.



SATURDAY
21
OCT.



Before entering an opportunity, your organization must be registered in Volunteer Fairfax's or Fairfax County's (if applicable) Volunteer Management System. To do this, click on the "New Organization Registration" link at:

https://volunteernow.volunteerfairfax.org/custom/1427/organization_login

ENTERING VolunteerFest OPPORTUNITIES

On the Organization Dashboard, click "Create New Opportunity."

Opportunity Title should reflect on project description but can be fun and catchy.

Start your Opportunity Description with Saturday, October 21 and time.

Fairfax County Agencies will enter their opportunities and create a shift in eCoordinator

Consider who you can welcome to your opportunity and check all that apply

Ask about our *Disability Inclusive Volunteering Toolkit* and training and welcome volunteers of all abilities to participate with appropriate accommodations

* Title

Trunk or Treat

Opportunity Description

Saturday, October 21, 1:30 -3:30

* Position available as of (start date) Position End Date

MM/DD/YYYY

MM/DD/YYYY

Opportunity Type

☐ Adult

☐ Kid-Friendly (<12 with parent)

☐ Youth (12-17)

☐ Group

☐ Corporate Group

Position available should have a Start and End Date of 10/21/2023

☐ Community Service

☐ Emergency

☐ Volunteer Orientation

☐ Inclusive Opportunities

☐ Private

Please select the area(s) for this Opportunity

☐ Braddock

☐ Dranesville

☐ Hunter Mill

☐ Franconia

☐ Mason

☐ Mount Vernon

☐ Providence

☐ Springfield

☐ Sully

Leave unchecked if you are not in one of the nine Fairfax County districts.

Volunteer
Fairfax

Fairfax County Agencies

To get to this screen, click on the "Additional Info" tab.

Location Info **Additional Info** Logistics

Then click on "Volunteer Fairfax"

Group

Additional
Website Agency Specific F
Volunteer Fairfax



VolunteerFest logo will be added to each approved opportunity

Is this Opportunity associated with a Volunteer Fairfax Program?

☒ Yes ☐ No

Check Yes for drop down menu of programs

Select Program(s)

- ☐ 9/11 Day of Service
- ☐ Alternative Community Service
- ☐ BusinessLink
- ☐ Emergency Response
- ☐ GYSD
- ☐ Holiday Guide
- ☐ MLK Weekend of Service
- ☐ Orientation
- ☐ Outreach Event
- ☐ RSVP
- ☐ Special Event
- ☐ Training
- ☐ Volunteer Service Awards
- ☒ **VolunteerFest**
- ☐ Volunteers for Change
- ☐ Youth Event
- ☒ **General Opportunity**

Enter maximum number of Volunteers the opportunity can accommodate

Number of Volunteers Needed (Maximum)

Program Location

* Address 1

Address 2

* City

* State

* Zip Code

Further Instructions (how to find, where to park, etc)

Enter any specific project information including any special instructions for volunteers.

Ready to start creating your VolunteerFest opportunity:

[Volunteering - Fairfax County Virginia \(volunteerfairfax.org\)](http://volunteerfairfax.org)

If you have any questions, please contact Amy Charlesworth at acharlesworth@volunteerfairfax.org

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