



# NEWHOPEUGANDA

## Sponsorship Event Volunteer Instructions

**Thank you for volunteering!** Your volunteer partnership will help us to find more sponsors and ultimately share the Fatherhood of God with more children. We ask for volunteers for four reasons, to assist in coordination/ set-up, help new sponsors sign-up, to answer questions, and to pray. Here are some instructions and suggestions to help make your event successful.

- **Pray.** There is a spiritual battle for the hearts of our precious children. Please join us in praying for your event. Pray for God to work on the hearts of the right sponsors for our children, pray for volunteer health, excellent communication, and for our children in Uganda. Prayer needs to be central to anything our ministry is doing.
- **Communicate.** Communication is key to avoiding confusion and to hosting a well-organized event. Ask your event host important questions such as, “What can we as volunteers do to serve you best?”, “What are your expectations for us?”, “What is the church (or host) willing to accommodate?”. Clear expectations are especially important!
- **Coordinate the display set-up.** Make sure that you have reserved a space for a table to display sponsorship profiles and information about New Hope Uganda. Assign one volunteer to lead the display set-up. It may be beneficial to assign someone with a gift of decorating. Arrive before the event with plenty of time to set-up your space - at least 45 minutes before the event begins.
- **Help with sign-up.** We want to avoid profiles walking away with people who aren't serious about sponsoring. To avoid this, here are the suggested steps for the sign-up process:
  1. **Require potential sponsors to sign-up on the sign-up sheet next to the child name associated with their profile before walking away.** This requires accountability on both sides. By the sponsor signing their name they are indicating their serious about sponsoring, and NHUM is accountable to follow up with them. We'll provide sign-up sheets.
  2. We *prefer (not required)* that potential sponsors would sign up for payments at the event, but we also understand if individuals need to discuss with family and pray before deciding. We recommend an iPad for taking online payments. Please see the Giving Instructions in the promo package to assist in this process.
- **Answer Questions.** Please review our FAQ's before the event and seek clarification for any questions before your event with our U.S. Sponsorship Coordinator. [office@nhum.org](mailto:office@nhum.org).

### Other recommendations:

- **2-4 volunteers** to be present at the display table, depending upon the size of the event.
- **A volunteer leader** for the event would be helpful so that the church/organization, NHUM, and volunteers have a point person.
- **A meeting with the U.S. sponsorship coordinator** in preparation for the event. This will clarify event preparation, follow-up, and expectations.
- **Take full advantage of our promotional materials** and use social media leading up to the event. The most powerful promotional tool is word of mouth. Invite your friend, family, and co-workers.