



POP UP OPTIONS

Let us bring the volunteering to you! We can do these with your company or you can sponsor one in the community. Your time supports our impact work in education, income, health and basic needs and will #ChangeTheStory for people in lasting ways.

	Starting cost
FOOD KIT Kits that contain 6-8 non-perishable food items.	Per Kit: \$2.50*
PERSONAL CARE KIT Kits that contain travel size personal care items for individual's basic needs. <i>Upgrade Options: Teen Care Kits and Feminine Care Kits \$5.50 per kit; Full Size Care Kits \$6.50 per kit</i>	Per Kit: \$2.50
SCHOOL SUPPLY KIT Kits that contain basic school supplies for kids, customized for subject and grade level. <i>Upgrade Options: Interview Kits \$6.50 per kit</i>	Per Kit: \$5.50
CELEBRATION KIT Help families celebrate milestones (new babies, new jobs, new homes, etc).	Per Kit: \$6.50
READ-TO-ME BUDDIES Snuggly friends who can "listen" to K-3rd grade readers for improved literacy.	Per Buddy: \$8
CLEANING KIT Cleaning supplies for individuals and families in need.	Per Kit: \$9.50*
HEALTHY BABY KIT Kits that contain essential items for new babies.	Per Kit: \$9.50
TIED FLEECE BLANKETS Handmade blankets that provide warmth and comfort to individuals and families in need.	Per Blanket: \$9.50

Standard Shipping and Handling – \$25 per 1,000 kits.



United Way of the Battle Creek and Kalamazoo Region

changethestory.org

For more information email getinvolved@uwbckr.org.

The Pop Up Volunteering experience is ideal for groups, but fully customizable to meet your needs. **Depending on the kit, Pop Up Volunteering projects have an average lead time of 4 weeks.**

Pop Up Volunteering activities must be completed within 60 days of originally scheduled event. If company has not assembled kits for distribution after 60 days, unused materials will be donated.

*Due to weight of items, additional shipping and handling fees may apply.



POP UP VOLUNTEERING GUIDELINES

Thank you for partnering with the United Way of the Battle Creek and Kalamazoo Region (UWBCKR) to coordinate a Pop Up Volunteering event. Pop Up Volunteer (PUV) events allow UWBCKR to bring impactful volunteerism to you; it's flexible, efficient and can be integrated into existing events and gatherings like staff meetings, fairs and picnics, or holiday parties.

THINGS TO CONSIDER:

- **Your budget:** PUV projects range from \$2.50 to \$9.50 per kit/item. The cost includes ordering of materials, facilitation of the event by UW staff, and distribution of the completed projects to those in our network who need it most. For some kits, a drive or fundraiser could be organized to subsidize the cost.
- **The type of event:** Will individuals be dropping by for a few minutes to complete the project or will a set group be working on a project for a longer amount of time? The type of event, number of people you hope to engage, and the length of the opportunity are critical pieces of information that we will need to advise you. *Generally, we advocate for no more than 2 different projects occurring simultaneously at an event.*
- **Your timeframe:** We will need at least 4 weeks notice to plan, order, and prepare your project.
- **Location:** The PUV activity chosen and the number of individuals participating will help to determine the amount of space that will be needed in order to complete the event. In many cases, a large conference, lobby or lunch room may be sufficient. A walk through of the space prior to the event is often helpful in determining space logistics.
- **If your group doesn't complete the project at the event:** Pop Up Volunteering activities must be completed within 60 days of the originally scheduled event. If your group has not assembled kits for distribution after 60 days, unused materials will be donated.
- **United Way is here to help!** We are available to walk you through all of the below information to assist you in planning an awesome event. E-mail us at getinvolved@uwbckr.org or call our Director of Engagement at (269) 788-1136.

PUV EVENT SITE CHECKLIST:

- Access to trash and recycling bins.
- Tables and/or chairs available for use.
- Carts/forklift jack accessible (required for some large scale events).
- Access to location in advance for set up (most projects require 90 minutes or less of set up time).
- Secure storage space is ideal but not required. If possible, we may ship the materials to your location prior to the event for storage.

CANCELLATION POLICY

In the event that you need to cancel or reschedule your Pop Up Volunteering event we ask that you provide us with at least 7 business days notice. In the event of a cancellation where materials have already been procured, the organization will be given the option to donate the materials for other use OR to take delivery of the items.