

**Mitzvah
Day 2018**

**Registration
Pack**

**Mitzvah
Day**

Welcome

Thank you for registering. We are delighted to have you on board as a Mitzvah Day coordinator. This pack has been designed to help guide you through the process of being a coordinator, right through from planning, to Mitzvah Day itself.

In this pack you will find:

- Getting started: Where to find inspiration and how to maximise your day
- How to receive your merchandise pack
- How we operate: What you can expect from us and what we expect from you
- A checklist to help you plan your day
- Useful links: Including legal responsibilities and volunteer guidelines



Getting started

Our aim is to help you run the best possible Mitzvah Day. We will be sending you regular email updates with helpful tips and advice to help you get the most out of this year's Mitzvah Day.

Please note that as the coordinator, you will be the only person in your community to receive these emails, so please let us know if there any other useful contacts we should be emailing as well.

We have loads of resources available on our website to help with your planning.

How to run a Mitzvah Day project

If you have an idea about what you would like to do on Mitzvah Day but you're unsure of how to proceed, or if you're not sure where to start and would like some inspiration, [click here](#) where you will find a collection of "how to" pages with information on how to run all sorts of amazing Mitzvah Day activities.

Searching & listing available projects

It's never been easier to find an available **project**. Please **email us** with the details of any of your projects that are open for anyone to attend and we will add them to the listings.

Templates for posters

We love it when you make your own Mitzvah Day posters. Our new guidelines & downloadable templates will help guide you through the process. [Click here](#) for more information.

How to receive your merchandise pack

Every partner that organises Mitzvah Day projects is entitled to receive one free Merchandise Pack containing t-shirts, hats, stickers, balloons, bunting and a full set of Mitzvah Day posters, as well as a certificate for participating in Mitzvah Day.

To purchase additional merchandise, please [click here](#) or call the office for more information.

How to receive your Merchandise Pack

This year Merchandise Packs will be available to collect from local collection points around the country. Please check our website for dates and times.

These will be:

- Edgware
- Finchley Road (the Mitzvah Day office)
- Finchley Road - JW3
- Glasgow
- Golders Green
- Manchester
- Radlett
- Redbridge

When you registered you were asked where you would like to collect your Merchandise Pack from. To change your collection point, or if you would like your pack posted at the cost of £6 per pack, please email [us](#) to arrange.

How we operate

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MITZVAH DAY STAFF

- Sign up coordinators
- Provide project support / guidance
- Provide merchandise
- Provide communications support



700

COORDINATORS

- Choose projects
- Choose charity partners
- Recruit volunteers
- Run projects on Mitzvah Day
- Post project PR
- Nominate for our Awards
- Invite local councillors and your MP to attend



40,000

VOLUNTEERS

- Volunteer on the day
- Wear green merchandise
- Take photos to post on social media
- Have a fantastic day!



What we expect from you:

On behalf of your Mitzvah Day Partner Organisation, we ask that you accept the following requirements.

- To run a Mitzvah Day in line with Mitzvah Day values and objectives and to choose projects supporting the core vision
- To be ultimately responsible for the projects - in terms of staffing, volunteers, costs, local logistics and insurance
- To be responsible for the Disclosure and Barring Service (DBS) checks where necessary
- To use resources such as the CST to fully research the implications of any multifaith activities.
- To designate a Coordinator who will act as the key contact with the Mitzvah Day office
- To give feedback and provide project details to Mitzvah Day after your event
- To support the growth of Mitzvah Day by using the name, logo, and merchandise appropriately
- Please [click here](#) to see a copy of our brand guidelines and [click here](#) to see our publicity guidelines

Checklist for the day

Mitzvah Day Checklist

Mitzvah Day

Planning stage	<input type="checkbox"/> Like our Facebook and Twitter pages to stay up to date with the latest Mitzvah Day news and events.
	<input type="checkbox"/> Have you let people know about how they can get involved with your community's Mitzvah Day project?
	<input type="checkbox"/> Let us know about your project so that we can add this to our available projects page. This will help advertise it to your existing community and provide a new method for people to find you.
	<input type="checkbox"/> Ensure you've sourced the materials needed for your project (perhaps resources could be donated either by members of your organisation or local shops). This includes your Mitzvah Day merchandise! Let us know which hub you would like to collect from or give us a postal address you'd like your pack sent to.
	<input type="checkbox"/> Have you considered organising a speaker to come in and talk about the charity or cause? This can make your project even more meaningful and increase its long-term impact.
	<input type="checkbox"/> Are you clear as to exactly what it is that the charity needs from your Mitzvah Day activity? This will help you plan accordingly.
	<input type="checkbox"/> Make sure you have the contact details of your volunteers and charity
<input type="checkbox"/> Is your project eligible for a Mitzvah Day Award? Email simon@mitzvahday.org.uk for more information.	
To be discussed with charity/recipient	If relevant, have you checked the details below with the charity/site of your project?:
	<input type="checkbox"/> Have you confirmed the exact details of the project for your volunteers?
	<input type="checkbox"/> Are there any age restrictions for the project that you need to be aware of?
	<input type="checkbox"/> Are there any health and safety requirements on the site?
	<input type="checkbox"/> How many volunteers will be needed?
On the day	<input type="checkbox"/> Will volunteers need a DBS check?
	Make sure the logistics are clear to volunteers:
	<input type="checkbox"/> What time do the volunteers need to arrive and where
	<input type="checkbox"/> Directions to site
	<input type="checkbox"/> Any clothing/equipment requirements
	<input type="checkbox"/> Assign key roles and responsibilities
	<input type="checkbox"/> Take photos on the day (for advice on how to take great pictures, see our press pack)
	<input type="checkbox"/> Drive people to the site
	<input type="checkbox"/> Deliver any collected items afterwards
	<input type="checkbox"/> Thank your volunteers
Post Mitzvah Day	<input type="checkbox"/> Thank the charity and think about future projects you can do together in the coming year
	<input type="checkbox"/> Send out a press release on Sunday night/Monday morning (See our press pack for some helpful tips and ideas)
	<input type="checkbox"/> Send in your photos to the Mitzvah Day office (we'll send instructions on how to do this nearer the time)
	<input type="checkbox"/> Fill in the Mitzvah Day feedback form (this is essential to help us improve)

[Click here](#) to download the full checklist.

Useful links

Volunteering Guidelines

Mitzvah Day has a comprehensive set of volunteering guidelines to help ensure that your Project runs smoothly on the day. [Click here](#) to view.

Available Projects

There is a page of available projects that you can search to find a suitable project in your area. This can be found [here](#).

DBS Checks

If you are going to be working with Under 18s or vulnerable groups (i.e. elderly people, groups with special needs) then you may need to get DBS checks carried out on all your volunteers. If this is the case please [click here](#).

Insurance

You are also responsible for ensuring that you have the appropriate insurance in place to cover your Mitzvah Day project. For more information, please [click here](#).

Wohl Mitzvah Day Together

By removing barriers to inclusion, volunteering enables all people, with and without disabilities, to feel part of the community. At Mitzvah Day we have seen that genuine community inclusion occurs when everyone can participate side-by-side. Mitzvah Day Together aims to promote equality and inclusion for all members of our community. Importantly, it's about looking beyond differences and embracing different strengths, skills, experiences and perspectives.

On Mitzvah Day 2018 we want to help remove any barriers preventing people with disabilities from participating. We encourage all our partners to consider how their projects can be as inclusive as possible, enabling all members of our community to contribute and participate fully on this day of social action and giving.

If you have any more questions or would just like to find out some more about **Mitzvah Day 2018 please contact our team in the office who will do all they can to help point you in the right direction.**



Get in touch!

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Charity no. 1125682

**Mitzvah
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