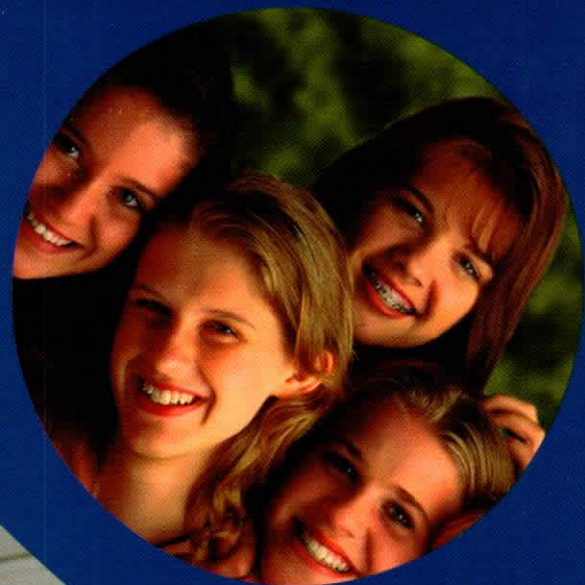


JOIN HANDS DAY



Save the Date
JOIN HANDS DAY
June 16, 2001

ACTION GUIDE

A Great Day For:

- Fraternal Chapters
- Volunteer Centers • Churches and synagogues • Service clubs
- Youth organizations • Professional associations • Veterans' posts
- Neighborhood groups • Unions
- And groups just like yours!



Sponsored by
America's Fraternal Benefit Societies
In Partnership with
The Points of Light Foundation
JUNE 17, 2000

About the Sponsors

Join Hands Day is the annual national event when Americans of all ages come together to make life better in their communities.



This is a day when young people and adults tackle a local problem and make something better right where they live.



You and your friends can clean streets, help seniors, repair playground equipment, paint over graffiti or remove trash from streams. The possibilities are as unlimited as your imagination and creativity.



Sponsored by
America's Fraternal
Benefit Societies
In Partnership with
The Points of Light Foundation

America's Fraternal Benefit Societies are a distinctive, charitable force of more than 10 million people with various ethnic, religious and vocational backgrounds. For more than 150 years, fraternal benefit societies have been helping their members achieve financial security through insurance and retirement products, combined with an ambitious volunteer service program for individuals, communities and the nation.

Fraternals provide millions of dollars in educational support each year for students and the schools they attend. They maintain and support humanitarian, social

and service agencies and causes. In 1998 these societies contributed more than 72.5 million hours of volunteer time toward community service projects.

The 89 not-for-profit fraternal benefit societies — who are members of the National Fraternal Congress of America and are listed on the inside back cover — have joined together to sponsor Join Hands Day.

NATIONAL
FRATERNAL
CONGRESS
OF AMERICA



JOINING HANDS
TO TOUCH LIVES

The Points of Light Foundation is a supportive partner in launching and developing Join Hands Day. The Foundation engages more people more effectively in volunteer service aimed at helping to solve serious social problems. Its initiatives include public service announcements, single-day promotional events and strategic long-term efforts.

The Foundation is the national organization for more than 500 Volunteer Centers spread through-

out the United States. Volunteer Centers mobilize people and resources to deliver creative solutions to community problems. In addition, these centers are the nation's primary local leadership and resource organizations for volunteering.



POINTS
OF LIGHT
FOUNDATION

JOIN HANDS DAY ACTION GUIDE

June 17, 2000

Why This Is Important for America and You

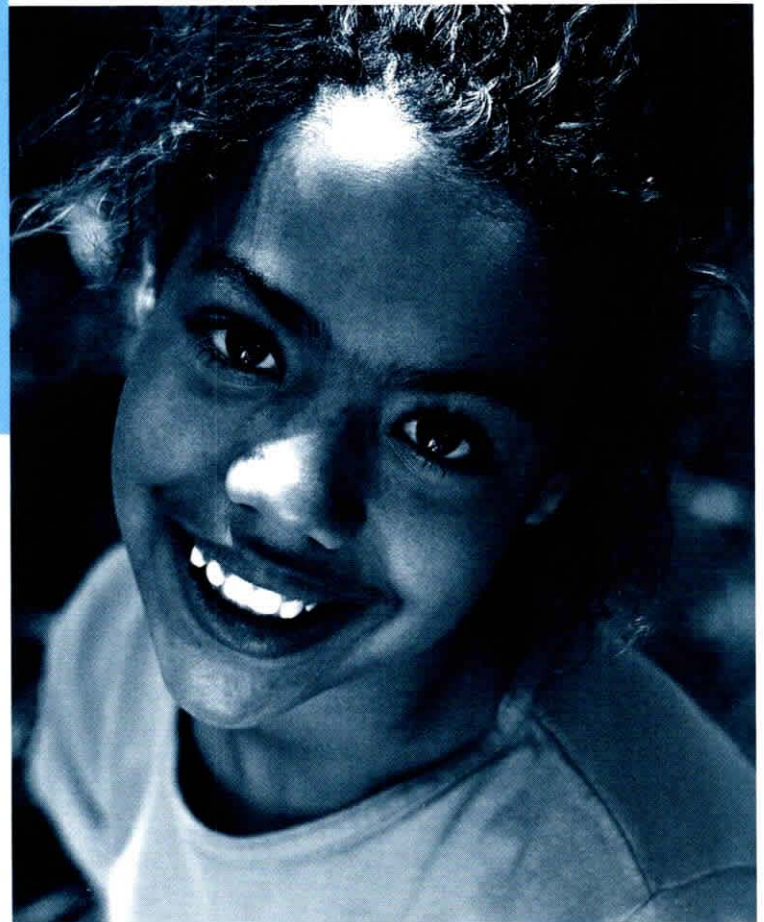
Work, movies, food, worship, music, education and income level all make it easy and natural for us to associate with similar and like-minded people. Soon we come to understand very much about ourselves but little about everybody else.

Where we live, however, is likely to be a place where there are people of different ages, interests and backgrounds. And almost every neighborhood has problems and conditions that need repair or improvement — things people have been struggling with for a long time.

Join Hands Day calls you — and all Americans — to reach across generations and work with new friends in identifying and fixing troublesome conditions right where you live.

No other day on the national calendar targets and develops youth/adult relationships through neighborhood volunteering.

A goal of Join Hands Day is to begin connections and friendships that will continue after the day is over. The fraternal benefit system is launching this national program to help individual societies bring more young people into local leadership positions and ongoing contact with adult members. Join Hands Day gives other organizations the opportunity to do this, too.



What's in It for You

Benefits for Young People

- Make important decisions about problems affecting your community.
- Do something good for others.
- Develop leadership, communication and organizing skills.
- Be respected for what you know and how it can improve your neighborhood.

Benefits for Adults

- Learn how to work effectively with young people.
- Gain satisfaction by fixing problems and helping others.
- Grow through a new and important experience.
- Stand with friends for what is right for people where you live.

Benefits for Organizations

- Increase member commitment.
- Meet and educate potential members.
- Build a stronger program.
- Show you care and make a difference.

Ask Them to Work With You

A simple and personal request is the most effective way of recruiting partners.

- Explain who you are and the group you represent.
- Explain that you are looking for partners to plan and carry out a project on Join Hands Day.
- Tell them why you want to partner with them.
- Ask them to be your partners in selecting and carrying out a project on Join Hands Day.

Need help finding a partner?
To contact your nearest Volunteer Center, dial
1-800-VOLUNTEER and follow the prompts.

Step 1

Find Your Youth or Adult Partners

Nobody feels respected and willing to work when they are left out of important discussions and decisions.

The only place to start — before you even think about picking a project — is to find the group or persons with whom you want to partner.

Adult leaders can contact:

- Youth groups or clubs
- Youth members of your organization
- Volunteer Centers
- 4-H Clubs, Campfire or scouting chapters
- Leaders in churches and synagogues
- School principals and teachers with access to extracurricular organizations
- YMCA and YWCA officials
- Your own children or grandchildren and their friends

Youth leaders can contact:

- Fraternal chapters
- Volunteer Centers
- Professional associations
- Service clubs
- Veterans organizations
- Labor unions
- Neighborhood associations
- Chambers of Commerce and corporate community relations directors
- Teachers and principals
- Youth counselors in faith communities
- Mayors and other government leaders

Expect the people you ask to say yes. More than 50 percent of Americans volunteered in the past year, including 59 percent of teenagers ages 12 to 17, and 44 percent of adults 55 and older.

— Giving and Volunteering, Independent Sector, 1998

Step 2

Get to Know Each Other and Begin Building Your Team

When youths and adults begin to work together, the youth leaders and adult leaders (the same number — usually three or four — from each group) should schedule a time to meet.

Before your meeting:

- Have a copy of this guide for everyone who will attend.
- Make photocopies, if necessary, or call the Join Hands Day Action Center for additional copies.

During your first meeting:

A. Get to Know Each Other

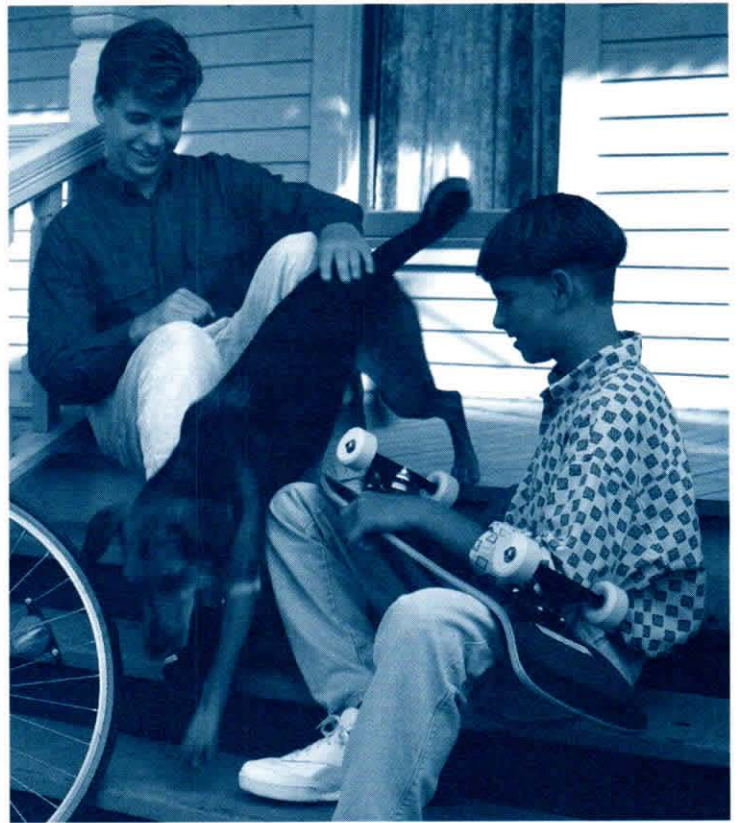
Have every person say their name, where they live and what they like to do for fun.

- **Learn about each other**

The leader should ask everyone to read what follows

Teens and adults are four times more likely to volunteer if they are asked than if they are not asked.

— Giving and Volunteering, Independent Sector, 1998



(through page 5). After about six minutes, ask everyone to stop reading. Most people will not have finished, so ask them to stop where they are and then move to “C” on page 6.

B. Understanding and Respecting Each Other

Healthy youth/adult partnerships require commitment from both young people and adults: respect, communication, investment and meaningful involvement. But what do these terms really mean?

Respect

Respect is mutual: You give it, you receive it.

- A culture of respect shatters stereotypes based on age.
- Young people respect adults who listen and who ask challenging questions.
- Adults respect young people who invite them to share their skills, experiences and resources.
- A culture of respect provides young people the opportunity to act on their dreams and learn from their mistakes.



Communication

Listen up: Honest and open exchange of ideas is crucial.

- All people's ideas and opinions are valuable and must be heard.
- Young people are best heard when adults listen as young people speak up.
- Adults are best heard when they are straightforward and explain where they are coming from.

Investment

It takes time: Investing in the future begins with accepting young people as they are.

- Young people and adults must first set their fears aside and take a chance on each other.
- Adults must provide young people with the information, training and support they will need to succeed. They must also develop their own ability to work with young people.
- Young people must commit their time and energy to do the work and be willing to learn from adults.
- Strong partnerships require patience and courage.

Common stereotypes adults have of youths

- Youths don't like to work. They only want to have fun.
- Youths can't take on responsibility.
- The way young people dress isn't respectful. (i.e., Why do they wear so much black? Why do they want to pierce their noses?)
- Youths today have it easier than we did. They take advantage of their parents and teachers.

Common stereotypes youths have of adults

- Adults don't remember what it is like to be my age.
- Adults don't want to have fun.
- Adults don't listen when we talk. They hear what they want to.
- Adults are too busy.

Meaningful Involvement

Count us in: Decisions should be made by involving both young people and adults.

- Involving young people from the beginning builds ownership.
- Young people and adults should hold each other accountable for all their decisions and actions.
- Adults need to support young people in taking on responsibilities based on what they can do, not what they have done.
- Young people should judge adults on what they do, not on what other adults have done in the past.

"A leader is best when people barely know he exists, not so good when people obey and acclaim him, worse when they despise him ... But of a good leader who talks little when his work is done, his aim fulfilled, they will say, 'We did it ourselves.'"

— Lai-tzu (604-531 B.C.)

When youths and adults work together on a local project, the best of both worlds is brought together through their insights and expertise. That would be lost if one of the groups was not present in the creation and completion of the project.

DOs and DON'Ts

Mixing youth and adult experience and energy in a Join Hands Day project should be energizing and fun. It takes time and patience, but the rewards are immeasurable. Just make sure you have the time, energy and personal commitment to do it well. Keep the following tips in mind:

DOs and DON'Ts for Young People Working With Adults

- DO speak up!
- DO commit time and energy to the project.
- DO take your responsibilities seriously.
- DO invite your friends along. This day is for everyone!
- DO show up to meetings on time.
- DO have confidence in your abilities. You live in the community — that makes you an expert too!
- DO tell adults when they are being patronizing.
- DON'T be afraid to ask questions.
- DON'T expect to have everyone agree with everything you say.
- DON'T overcommit or promise to do things you don't have the time to do.

DON'T hesitate to be creative and make unique suggestions.

DON'T be afraid to make a mistake!

DOs and DON'Ts for Adults Working With Young People

DO involve youths from the very beginning, before it's too late for them to be a part of meaningful change.

DO take input of youths seriously and be willing to learn from them.

DO act as a responsible role model, because youths will reflect what you teach them.

DO be honest and stick to any promises you make.

DO think of problems youths might have that adults wouldn't have (transportation, after-school activities, school conflicts, etc.).

DO share yourself with young people. They don't expect you to be perfect.

DO keep the lines of communication open. Ask questions and really listen to the answers.

DON'T forget to show them the steps they need to know to do the job or task.

DON'T ask youths to attend your meeting and not use the ideas they give to you.

DON'T mislead youths into thinking you can do something that you can't.

DON'T set meetings at times when youths can't attend (during school, late at night, etc.).

DON'T use youths as "stamps of approval" (showing them a completed project and asking them to tell you they like it).

DON'T withhold information or knowledge you have. This is a partnership and it won't succeed if there isn't clear communication.

DON'T blame all young people for the actions of one.

C. Begin Building Your Leadership Team

Your Join Hands Day leadership team requires these five things to be successful:

- A shared vision of what you want to do
- Strong leadership
- Trust among members of the team
- Clear roles for each member of the team
- Honesty and open communication

Team Building Exercise Instructions

- Begin by taking five sheets of paper and writing one number (1–5) on each sheet. Next, hang each number on the wall about 2 feet apart. Tell all participants that Number 1 means Strongly Disagree, Number 5 means Strongly Agree and Number 3 is Neutral or Not Sure.
- Explain that this exercise is designed to help us share ideas and come together around some common values and understandings. We may have to let go of some ideas we have picked up along the way. And we need to be careful and supportive of each other as we do this.
- Ask one young person and one adult to say the following statements, alternating back and forth between each of them.
- As the statements are read, ask those in the group to stand by the number that best represents their opinion.
- Ask people to talk about why they stood under a certain number, making sure everyone has a chance to speak, if they desire. Be supportive of each other, because there are no wrong answers.

Statements

1. It is important for youths and adults to grow in respect for each other and learn to work together.
2. I am experienced in working with youths/adults outside my family and school.
3. One young person/adult should not be expected to represent the opinions of all youths/adults.
4. I have done something important with a nonschool and nonfamily youth/adult in the past year.
5. Projects are most successful when they are planned by youths and adults together.
6. Youths and adults should have something like a teacher-to-student relationship as they work together on a Join Hands Day project.
7. Both youths and adults must let go of some of their control so they can have a real success together.

“Never underestimate the power of words, they can elevate a spirit, or wound a soul.”

— Anonymous
from *Motivating Moments*
submitted by Misty, age 18, Hawaii
www.motivateus.com

Selecting Leaders

Your Join Hands Day project should be led by an equal number of youth and adult leaders. These people may have been identified as the leaders when they were invited to this first meeting, or you may be ready to identify them now.

The role of Join Hands Day leaders is to:

- Be strong, positive examples of how young people and adults should work together.
- Call meetings and organize the work.
- Make sure everything gets done and everybody has something to do.
- Appoint one young person or adult to handle all activities and communications with the Join Hands Day web site (see E-Communicator Roles on page 11).
- Deal with challenges and problems as they arise.

Your Join Hands Day leaders should be:

- Excellent communicators.
- Good organizers.
- Able to spend the time required.
- Respected.

This is the time to agree on the one or two adults and one or two young people who will be your leaders.

“The fragrance always remains in the hand that gives the rose.”

— Heda Bejar

Step 3 may be done in your second meeting or as part of your first meeting.

Step 3

Explore Your Capabilities and Select Your Project

A. Find the Right Size and Type of Project

There are hundreds of fun and worthwhile things to do. It will help if you agree on the type and size of project before you actually select one. Here's an exercise that will help you do that.

What To Do

1. Remember that your project should be the size and type that is right for you. Do something that is:
 - Big enough to be worthwhile and challenging.
 - Small enough to be done with the time and effort available.
 - A reasonable fit with your talents, experiences and resources.
2. Then, discuss each of the questions on the next page as a group. Listen to each other and work to arrive at an answer that the group feels is right.
3. When you have finished, look at your answers and decide if they suggest a light blue, dark blue or black kind of project for your group.



Join Hands Day projects are most successful when youths and adults:

- Select and plan together.
- Complete a project that meets a need.
- Reflect together on what happened.
- Celebrate their success.

QUESTIONS

1. How much experience do we have in working with youths/adults on volunteer projects?

A Little	Some	A Lot
----------	------	-------

2. How much time do we have to invest in selecting and planning what to do?

A Little	Some	A Lot
----------	------	-------

3. To what extent do we have strong and experienced youth and adult leaders to organize and guide the work?

A Little	Some	A Lot
----------	------	-------

4. How much time and energy do we have or want to commit to doing this?

A Little	Some	A Lot
----------	------	-------

5. To what extent do we think we can get tools, money and resources to do a project?

A Little	Some	A Lot
----------	------	-------

B. Understand Your Project

This table shows the kinds of projects that are generally suited to the light blue, dark blue and black areas. Wherever you start is OK. Many groups start with something easy and move on to something more difficult the next year.

Select Your Project

Youth and adult leaders have an informal chat and decide to do yard cleanup for two shut-ins.

Youth and adult leaders have a meeting or two and decide to get approval to clean up a city park and paint the equipment.

Needs are identified through a neighborhood assessment process. Youths and adults work together to develop a comprehensive plan to help solve two neighborhood problems. A team of youth and adult leaders and members is assigned to each problem.

Complete the Project

One youth/adult team goes to each yard, works for about two hours and makes a huge improvement.

Organizers arrive early to lay out all necessary tools, paint and charts of work assignments. Workers arrive and work for six hours, leaving everything cleaned and painted.

Team One cleans up 100 feet of a local creek. Team Two removes brush from three intersections where children have been hit by cars in the past year.

Reflect on What Happened

When the work is finished, everybody gathers in a circle and says one word that describes how they feel about what they did.

Three people lead a 20-minute sharing and reflection activity during which they share feelings and ideas about the work that was done, and about meeting and working with new partners.

A special reflection team plans a Sunday evening meeting during which the entire group talks about what was done, how to do it better next year and what people could do in the coming months to further develop their relationships.

Celebrate Your Success

The leaders break out soft drinks and potato chips as a "we did it" snack.

Leaders arrange, with the park department staff, to surprise the group by showing up with refreshments to say thanks.

A special Celebration Team organizes a Neighbor Night when local people come together to look over what the volunteers have done, say thanks, enjoy light refreshments and share ideas for future projects.

C. Select Your Project

Four ways to do it:

1. Group Brainstorming

- Have one person record ideas on a flip chart.
- Discuss issues facing your neighborhood. Select one.
- Explore the root causes of this problem.
- Investigate the effects on individuals and the neighborhood.
- Brainstorm on project ideas to address the problem.
- Prioritize project ideas.
- Select your best idea.

2. Conduct a Survey

- Team members ask people what their greatest concerns are.
- They meet to report results and select a project.

3. Watch the News

Make a list of stories that leave you feeling disturbed or unsettled. Cut out articles in the newspaper that make you sad or angry. Discuss them and work together to select your project.

4. Review This List

Use this list to stimulate your thinking on projects that may be right for you.

Homelessness/Poverty

- Sort clothes at a shelter for homeless people.
- Prepare sandwiches and personal care kits and distribute to homeless people in parks.
- Babysit while homeless parents attend classes or look for employment.
- Organize a food drive.

Environment/Animals

- Write letters to local politicians, newspapers, etc., on local environmental issues.

- Walk dogs at a local animal shelter.
- Volunteer at a recycling center.
- Paint storm drains with warnings about runoff.

Health Issues

- Deliver meals to homebound people.
- Have a health screening fair (blood pressure testing, hearing/sight tests for young children).
- Visit hospital patients and bring flowers, door decorations, reading materials, etc.
- Work with local eyeglass stores to start or expand a recycling program.



For more ideas on project selection:

- See the Join Hands Day web site at www.joinhandsday.org
- Check with your Volunteer Center. Call 1-800 VOLUNTEER and follow the prompts.

“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.”

— Margaret Mead

Schools/Education

- Have a book drive for school libraries.
- Conduct safety inspections on school playgrounds.
- Advocate for more resources for local schools — lobby the legislature, school board, etc.
- Paint a mural on school walls.

Helping Others

- Record books on tape for people with vision disabilities.
- Build wheelchair ramps.
- Run errands or do yard work for people with physical limitations.

Step 4

Plan Your Project

A. Organize the Work

1. Develop a plan

- Divide a wall or large piece of paper into three sections — “Resources,” “Barriers” and “Steps, Tasks, Actions.”
- Brainstorm all the resources you have at your disposal to complete the project you have outlined (money, talents, contacts).
- Brainstorm all the potential barriers to implementing the project you have identified.
- Rank resources from most important to least important.
- Brainstorm all the steps, actions and tasks. Write each one on a self-stick note.
- Think about how resources and steps, actions or tasks can eliminate barriers.



g. Put the self-stick notes in chronological order and then develop a timeline.

h. Determine who is responsible for each step, task and action.

2. Assign people to tasks and develop material needs

Draw the form below (make one for each task) and use as you answer these questions:

- What exactly will volunteers do on June 17?
- How will youths and adults be involved in equally important ways?
- How many volunteers are needed for each task?
- If any prepwork or cleanup needs to be done, who's going to do it and when?
- What Release and Waiver of Liability forms are required, and who will supervise their distribution and collection (see page 13)?

Task Rake Leaves	Number of Volunteers 6	Materials Required/Supplies Rakes from Smith's Hardware Store	Comments/Time Do after lunch if leaves are wet.
Task Paint Picnic Table	Number of Volunteers 2	Materials Required/Supplies Paint and brushes donated by the Morris Family	Comments/Time Jenny Wheeler and Pat Hill will do from 1-2 pm.

- Who will be your E-Communicator (see box below)?
- Who will be responsible for organizing a reflection activity (see box on page 12)?
- Who will handle the celebration when the work is done?

E-Communicator Roles

- Handles all contacts with Join Hands Day web site
- Files before and after report forms, after the group decides what to say
- Orders materials and supplies
- Gets information and answers to questions

If you do not have access to the Internet, mail or fax your communications to the Join Hands Action Center at P.O. Box 3213, Naperville, IL 60566-7213, fax 630-548-2095.

3. Develop plans for materials

Using the chart you drew for point 2, record your answers to the following questions. Be specific.

- What materials are needed to complete the project?
- Who is supplying the material?
- Where will the materials be kept?

4. Handle logistical questions and issues

Be sure to take care of each of these before Join Hands Day.

- Get directions to the site. Be specific and include maps.
- Is the site accessible by public transportation?
- How long does it take to get from the kickoff event location to the service site?
- Is there a first aid kit on site? What is the chain of communication if someone is injured? Where is the nearest hospital or medical center?
- Are the projects inside or outside? What will volunteers do if it rains?
- Are there restrooms available? Where are they?
- Where can volunteers eat lunch? Will the sponsoring

group provide lunch or should participants bring their own? Are beverages available?

- Will water be available for volunteers throughout the day?
- Is the site accessible to persons with disabilities?
- What languages are spoken at the site by staff and clients?
- Can the site handle enough workers for your project?

B. Protect Others and Yourself

Responsible planning of a Join Hands Day project includes giving careful attention to preventing harm and injury, and to issues such as liability, insurance coverage, medical treatment authorization, assumption of risk, etc. Join Hands Corporation is not and cannot be responsible for injuries and damages due to accidents that happen at or in connection with any local project. It is important that you know and follow the policies and practices of your sponsoring adult and youth organizations.

- Take seriously the advice for managing child abuse (see page 12).
- If you have questions, show the release document to responsible persons and follow their advice about what you should do (see page 13).

Kickoff Events

Consider organizing a citywide kickoff event for all Join Hands Day projects in your area. Volunteers come to this event first and then go to their specific project sites. Provide light snacks or refreshments. Invite the mayor and other dignitaries. Have a local TV news anchor serve as host. Invite the media and provide press kits.

Take Time for Reflection

Taking time to think together about what happened through your Join Hands Day project helps youths and adults learn and grow together. It is an important part of every Join Hands Day project. Participants probably will have had experiences that were new to them. It is important to provide time to share their thoughts and feelings.

Tips On Reflection

- Allow sufficient time. Research shows that even a few extra seconds of quiet time helps people organize their thoughts.
- Reflection is a way of learning, not therapy. Make sure everyone knows they are not expected to share private feelings if not comfortable doing so.
- Be creative. Have fun.
- Some reflection activities:
 - Participants gather in a circle. Each person shows with a word, facial expression, or body language how he or she feels about the day.
 - The group gets refreshments and sits in a circle. Someone leads a group discussion allowing people to share their thoughts and feelings about the experience of the day.
 - Divide the group into teams. Give each team some banner paper and ask them to depict their experiences using a combination of words and pictures.
 - See the Join Hands Day web site for more ideas.

Celebrate What Happened

Be sure to find a way to celebrate your success when the work is done. Consider refreshments, thank yous from project organizers and other important people, photos or mementos of the day, etc. These small but important expressions will help people leave with good feelings and come back next year.

Managing the Risk of Child Abuse

Although Join Hands Day brings youths and adults together for a brief time span, we must be mindful that even that brief period of time may give opportunities for some children to become the victims of child abuse. At the same time, we must also address some of the anxieties voiced by volunteers about false allegations of child abuse. Both of these concerns may be addressed by following some simple guidelines:

1. Use the buddy system for children. Have the youths in the project pair up and work together. If one needs to use the restroom, have them go together.
2. Avoid situations in which one adult is isolated with one child. Adults may be paired with children for specific tasks as long as their duties are performed in the open — within sight and sound of other volunteers.
3. Adult volunteers from partner organizations should not transport youths in their private vehicle and no youth should be transported alone with an adult other than his or her own parent or guardian.
4. Discipline is the responsibility of the youth partner organization. In no case should corporal punishment — spanking, slapping, paddling, etc. — be used.
5. Physical contact between youths and adults should be discouraged. In most cases, the adults working on the projects will not be familiar with the youths, so physical contact would not be appropriate.
6. The youth partner organization should be responsible for keeping track of its young volunteers. No youth should leave the project site without signing out with a designated adult from his or her respective organization.
7. If the project requires changing clothes (i.e., from street clothes to swimming suits), adults should respect the privacy of the children, and also protect their own privacy. For example, designate an area in the locker room for adults to use and a separate area for use by young people.

Preventing child abuse is largely an exercise in using common sense. For further information, contact the Nonprofit Risk Management Center at 1-202-785-3891, or access their web site at www.nonprofitrisk.org.

RELEASE AND WAIVER OF LIABILITY

Please review this form and discuss how it should be used. Your organization may have a form for this purpose. If not, you might consider using this one. Please make photocopies as necessary.

This Release and Waiver of Liability is executed this _____ day of _____, _____, by _____ (the "volunteer") in favor of [_____] and its directors, officers, employees and agents.

I, the Volunteer, hereby freely and voluntarily, without duress, execute this Release under the following terms:

1. **Waiver and Release.** I hereby release and forever discharge and hold harmless [_____] and its successors and assigns from any and all liability claims, demands, and causes of action, of whatever kind of nature, either in law or equity, which may hereafter arise from my participation with [_____] and/or any project, activity or event sponsored, managed, arranged or promoted by, or otherwise affiliated or associated with [_____].

I understand and acknowledge that this Release discharges [_____] from any liability or claim that I may have against [_____] with respect to any bodily or other injury, illness, death or property damage that may result from my participation. I also understand that [_____] does not assume any responsibility or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health, or disability insurance, in the event of injury, illness, death or property damage.

2. **Insurance.** I understand that [_____] may elect to provide group accident or other liability insurance for the benefit of its volunteers. Any coverage so provided will be governed by the policy language. Except to the extent that it may provide such insurance, [_____] does not carry or maintain any health, medical, disability, damage or other liability insurance coverage for the benefit of its volunteers, and expressly disclaims any responsibility or obligation to do so. AS A VOLUNTEER, I AM EXPECTED AND ENCOURAGED BY [_____] TO MAINTAIN MEDICAL, HEALTH AND ALL OTHER APPLICABLE INSURANCE COVERAGE FOR MY OWN BENEFIT.

3. **Medical Treatment.** Except as otherwise agreed to by [_____] in writing, I hereby release and forever discharge [_____] from any and all liability claims, demands and causes of action whatsoever that may arise on account of any first aid or other medical treatment rendered during my participation with [_____] and/or any project, activity or event sponsored, managed, arranged, or promoted by, or otherwise affiliated or associated with [_____].

4. **Assumption of Risk.** I understand that my participation with [_____] and/or any project, activity or event sponsored, managed, arranged or promoted by, or otherwise affiliated or associated with [_____] may include activities that may be hazardous to me. I further recognize and understand that such participation may involve certain inherently dangerous activities. I hereby expressly and specifically assume the risk of injury or harm in the activities and release [_____] from all liability for injury, illness, death and/or property damage that may result.

5. **Photographic Release.** I do hereby grant and convey unto [_____] all rights, titles, and interest in and to any and all photographic images and video or audio recordings made by or on behalf of [_____] or made with its consent, during my participation with [_____] and/or any project, activity or event sponsored, managed, arranged, or promoted by, or otherwise affiliated or associated with [_____], including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. **Other.** I expressly understand and agree that this Release is intended to be as broad and inclusive as permitted by law, and that this Release shall be governed by and interpreted in accordance with the laws of [_____]. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release.

By signing below, I acknowledge that I have read and understand this Release and agree to its provisions.

Signature _____ Date _____

_____ Date _____

Signature of Parent or Guardian if volunteer is not of legal age.

C. Recruit Volunteers

As a young person or an adult leader, you probably have recruited volunteers before. So, do what has worked for you in the past. This probably includes reaching out to adults and young people you already know. Also, contact potential volunteers through the organizations and institutions in which they are already involved, such as schools, churches, clubs and other groups listed in Step 1 on page 2.

D. Publicize Your Project

An excellent public relations program is an essential part of your Join Hands Day project.

1. Recruit an experienced communicator in your community. Consider asking:
 - The youth editor of your school newspaper.
 - A newspaper reporter.
 - The owner of a local public relations firm.
 - A local business that is known in the community for excellent and extensive advertising.
2. Consult the public relations handbooks and guides published by your organization or others in your community. Visit the library.
3. Remember to use newspapers, organizational newsletters, school publications, PTA communications and the Internet.
4. Contact the Volunteer Center, if there is one in your community.
5. Develop posters that can be placed where young people “hang out,” including libraries, schools, malls, coffeehouses and restaurants.

E. Tell Us About Your Project

Your group should develop the information for the report forms on page 15. The E-Communicator should send it to the Join Hands Day Action Center using the form on the web site, or by mail.



Public Visibility Helps

- Makes it easier to recruit volunteers.
- Helps others and yourself see your project as important and worthwhile.
- Increases public awareness and appreciation of your organization.
- Helps in the search for money, materials and supplies.

TELL US WHAT YOU PLAN TO DO

(We'll share your ideas and plans with others — Please submit by May 12, 2000)

Your name _____

Are you seeking more volunteers?

____ Yes ____ No

Address _____

New volunteers should contact you:

____ By phone ____ By mail ____ By E-mail

City/State/Zip _____

Daytime phone _____

____ Check here if you do not want to be listed on the Action Site at www.joinhandsday.org.

E-mail _____

Identify your sponsoring organizations:

Describe your project: _____

Youth organization _____

Adult organization _____

Volunteer Center _____

Type of project (check one):

____ Environment ____ Health
____ Education/schools ____ Neighborhood cleanup
____ Homelessness/poverty ____ Safety/protection
____ Help seniors ____ Help children

Number of adult volunteers expected: _____

Other _____

Number of youth volunteers expected: _____

(explain)

Mail completed form to: P.O. Box 3213, Naperville, IL 60566-7213,
or enter your activity information using the Join Hands Day web site at www.joinhandsday.org.

TELL US WHAT YOU DID

(The Points of Light Foundation Will Select 10 Projects for National Recognition and \$1,000 Cash Awards.)

Mail Completed Form by August 1, 2000 To: Join Hands Day Recognition, 1400 I St., NW, Suite 900, Washington, DC 20005

Your name _____

Questions

Address _____

1. What was improved through your project?

City/State/Zip _____

Daytime phone _____

2. What partnerships developed between youths and adults through your project?

E-mail _____

Identify your sponsoring organizations:

Youth organization _____

3. How did the sponsoring youth and adult organizations get their members involved?

Adult organization _____

Volunteer Center _____

4. How did this project benefit participants?

Number of adult volunteers who participated: _____

Number of youth volunteers who participated: _____

Describe your project: _____

5. What activities or relationships will continue after Join Hands Day?

Please attach photographs and additional sheets to describe your activity. Photos will not be returned and, through their submission, you are giving Join Hands Day permission for their use in a future promotion of the day.

Visit Us On Line

The Join Hands Day web site has more information on finding a youth or adult partner group. As local groups develop and report their projects, these will be posted on the Join Hands Day web site.

From the web site, you'll be able to download Join Hands Day logos, ads, sample press releases and this Action Guide. You can also order Join Hands Day merchandise on line and customize it with your own logo.

Use the Join Hands Day Logo

The Join Hands Day logo is available for use by any individual, organization, or company to promote involvement and support of Join Hands Day.

To maintain a consistent presentation of the Join Hands

Day identity, it is important that the logo not be altered in any way. You may reproduce the black-and-white version below or download the color logo from the web site.



Sponsored by

**America's Fraternal
Benefit Societies**

In Partnership with

The Points of Light Foundation

ITEM NO.	DESCRIPTION	M	L	XL	TOTAL QTY.	PRICE (each)	TOTAL
JH-1	T-Shirt: M, L, XL	1-11 pcs.	12-23 pcs.	24-99 pcs.			
		\$7.50 ea.	\$6.50 ea.	\$5.50 ea.			
		100-249 pcs.	250-499 pcs.	500 pcs.			
		\$5.00 ea.	\$4.75 ea.	\$4.50 ea.			
JH-2	Temporary Tattoos: Pack of 200				1-3 packs	4-7 packs	
					\$8.00 ea.	\$7.50 ea.	
JH-3	Buttons: Pack of 25				1-3 packs	4+ packs	
					\$10.00 ea.	\$8.75 ea.	
JH-4	Balloons — Blue & White Mix: Pack of 250					\$40.00	
JH-5	Cap, Khaki, Low Profile				(ANY QUANTITY)	\$5.00	

Back of garment may be customized with your own imprint, if desired. Please call for quote on custom imprint.

SHIP TO: (NO P.O. BOXES)

Attention: _____

Name: _____

Address: _____

City: _____

State: _____ **Zip:** _____

METHOD OF PAYMENT

(PLEASE CHECK ONE):

1. CHECK or MONEY ORDER in the amount of \$ _____

Allow 10 days for check to clear

2. VISA 3. MASTERCARD 4. COD Add \$5.00

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Signature
(Required for charge orders)

EXP. DATE

SUB TOTAL	
Sales Tax — MO Only 7.1%	
Delivery (SEE CHART)	
COD \$5.00	
GRAND TOTAL	

Thank you for your order!

No returns without authorization.

MERCHANDISE TOTAL	SHIPPING CHARGE
\$0.00-\$50.00 _____	\$6.50
\$50.01-\$100.00 _____	\$8.50
\$100.01-\$200.00 _____	\$10.50
\$200.01+ _____	Actual Shipping and Handling (Only U.S. shipping prices)

MID-AMERICA MERCHANDISING, INC.

204 WEST 3RD STREET, KANSAS CITY, MO 64105

PHONE: 816-471-5600 or 800-533-6737

FAX: 816-842-0952

www.mmipromo.com E-mail: mmi@sprintmail.com

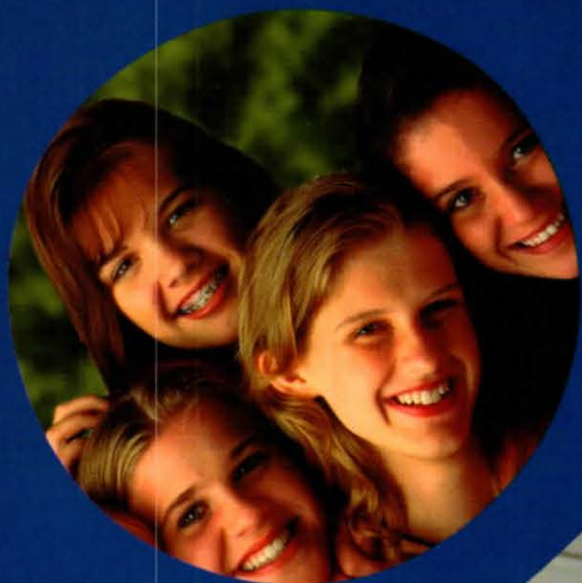
The 89 fraternal benefit societies listed are members of the National Fraternal Congress of America (NFCA), an association which unites America's Fraternal Benefit Societies. This group of not-for-profit membership organizations represents more than 10 million individuals and 40,000 grassroots chapters. Besides an emphasis on financial protection, social and educational programs, these societies have also developed comprehensive charitable and volunteer activities, including projects like Join Hands Day.

ACA Assurance
Aid Association for Lutherans
American Fraternal Union
American Mutual Life Association
American Slovenian Catholic Union (KSKJ)
Artisans Order of Mutual Protection
Baptist Life Association
The Catholic Aid Association
Catholic Association of Foresters
Catholic Family Fraternal of Texas
Catholic Family Life Insurance
Catholic Fraternal Life
Catholic Knights Insurance Society
The Catholic Knights of America
Catholic Knights of Ohio
Catholic Ladies of Columbia
Catholic Life Insurance
Catholic Order of Foresters
Catholic Union of Texas (The KJT)
Catholic Workman
Concordia Mutual Life Association
Croatian Catholic Union of USA and Canada
Croatian Fraternal Union of America
CSA Fraternal Life
Czech Catholic Union
Degree of Honor Protective Association
Employes' Mutual Benefit Association
Equitable Reserve Association
First American Christian Society
First Catholic Slovak Ladies Association of the USA
First Catholic Slovak Union of the USA and Canada
Gleaner Life Insurance Society
Grand Court Order of Calanthe
Greater Beneficial Union of Pittsburgh
Greek Catholic Union of the USA
Hungarian Reformed Federation of America
The Independent Order of Foresters
Independent Order of Vikings
ISDA Fraternal Association
Knights of Columbus
Ladies Pennsylvania Slovak Catholic Union
Loyal Christian Benefit Association
Luso-American Life Insurance Society
Lutheran Brotherhood
Mennonite Mutual Aid Association
Modern Woodmen of America
Mutual Beneficial Association, Inc.
National Catholic Society of Foresters
National Mutual Benefit
National Slovak Society of the USA
Neighbors of Woodcraft

Order of the Sons of Hermann in the State of Texas
The Order of United Commercial Travelers of America
Orthodox Society of America
Police and Firemen's Insurance Association
Polish Falcons of America
Polish National Alliance of Brooklyn, USA
Polish National Union of America
Polish Roman Catholic Union of America
Polish Union of America
Polish Women's Alliance of America
Portuguese Continental Union of the USA
Providence Association of Ukrainian Catholics in America
Royal Neighbors of America
Russian Brotherhood Organization of the USA
Serb National Federation
Slavonic Benevolent Order of the State of Texas (SPJST)
Slovak Catholic Sokol
Slovak Gymnastic Union Sokol of the USA
Slovene National Benefit Society (SNPI)
Sons of Norway
Supreme Council of IDES
Supreme Council of the Royal Arcanum
Supreme Council of SES
Supreme Council of UPEC
The Travelers Protective Association of America
Ukrainian National Association, Inc.
United Lutheran Society
United Societies of USA
United Transportation Union Insurance Association
Western Catholic Union
Western Fraternal Life Association
William Penn Association
Woman's Life Insurance Society
Woodmen of the World And/or Assured Life Association
Woodmen of the World/Omaha Woodmen Life Insurance Society
Workingmen's Beneficial Society of Pittsburgh
Workmen's Benefit Fund of the USA
WSA Fraternal Life



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On Join Hands Day You Can:

- Launch a new volunteer day in America
- Help make life better in your neighborhood
- Meet and make new friends

For more information,
call the toll free
Join Hands Day Action Line
at **1-877-OUR-1DAY**



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Return address:

JOIN HANDS DAY ACTION CENTER • P.O. Box 3213 • Naperville, IL 60566-7213