



Volunteer Centre Western Isles

Give a gift, light up a life

Could your organisation or group plan a community act of kindness this Christmas? Our step by step planning guide is here to help.



Spread a little kindness this Christmas



This Christmas, Volunteer Centre Western Isles would like to help local groups to reach out to people in our community. Could your group organise a small project to give out a written card with a message and / or a small gift to those who may need an extra smile this Christmas?

Our aim is that lots of groups and organisations across the Western Isles will volunteer to plan their own small 'Give a Gift, Light up a Life' act of kindness project this Christmas to help improve links between people within our communities.

If your group would like to organise your own project, here is a step by step list of things to think about when planning your project. This structure will help you to achieve a successful project and spread a little kindness this Christmas.

- Choose your target group / e.g. age group/ geographic area/ elderly/ socially isolated people/ families/ parents/ children and young people/ service users that your organisation works with
- Agree on who will be eligible within that group
- Will you give out hand written cards with messages of kindness and /or appropriate gifts or both?
- If giving out gifts, agree what appropriate gifts may be and a suggested price limit;
- Are other people in your area running this campaign? How will you ensure there is no duplication, e.g. can you work together? Could you choose to give to different groups to avoid duplication. E.g. one group target elderly, another families
- Agree your timescale and ensure you have plenty of time for;
 - Promotion and advertising, if required
 - Collection of donations
 - Wrapping of gifts and organising cards
 - Distribution and delivery
- If you are asking for community donations, organise where your drop off will be, e.g. days and times
- If you have a drop off point, will it meet current COVID guidelines for health and safety and allow for social distancing? The Volunteer Centre can provide you with information on this
- Organise people to wrap gifts. If you would like help to find volunteers for this, please get in touch and we may be able to assist
- Organise people to distribute gifts in community to your target groups

Visit www.volunteercentrewi.org for the latest links to COVID-19 guidelines for volunteer involving groups.

When organising volunteers, please consider health and safety at every stage.

Please ensure national COVID-19 guidelines are being worked to at every stage.

For more info contact 01851700366

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