

Auxiliary Outreach

- **Five Basic Steps to a successful Auxiliary Outreach Project**

- 1. Find local groups and organizations that need assistance:**

Look in local newspapers, nonprofit organizations in your community, websites, Facebook pages or ask your members what other organizations they belong to.

- 2. Ask what your Auxiliary can do to help them make their event successful. Do they need help setting up, tearing down, cleaning up? Maning stations, assisting participants, answering phones or serving?**

- 3. Vote at your Auxiliary meeting to approve the activity.**

Once you have found an organization that needs your assistance, bring the activity back to your Auxiliary for approval. Have it in the minutes that one or more of your members will be participating.

- 4. Form the partnership with the other organization. Build a repour. Be sure to show up on time and wear your auxiliary hat, shirt, name badge or pin. Be recognized as a volunteer from your Auxiliary.**

- 5. Report the details.**

At your next Auxiliary meeting, report on the event, and make sure you go on the Department website and fill out the PROGRAM PROJECT REPORT.

Remember that you cannot plan the event, give money or items to the event. You are there to volunteer your time and do physical labor.