

Natick VNA Volunteer Opportunities

Yellow Folders

Join a group of energetic women who work to assemble Natick VNA patient admission packets...loving called the Yellow Folders. Simple folding, collating, and assembly, along with lively conversation define this group of cordial (mostly) ladies.

Time Commitment: Generally the first Wednesday of each month, from 10:00 AM – 1:00 PM, at the Natick VNA office

Fresh Taste Event Committee

Fresh Taste welcomes area chefs to prepare and serve samplings of a dish made with fresh ingredients. Delicious food, live music and a small live auction and silent auction help make the event a fun and festive party. Planning Committee members:

- attend regularly scheduled monthly planning meetings of committee;
- actively participate on at least one subcommittee to plan event specifics;
- provide names of sponsor prospects and follow-up to secure support.
- Provide names, addresses and personal follow-up of potential attendees;
- openly share thoughts, feedback and ideas on event plans and opportunities;
- help with event set-up and clean-up;
- allow creativity to flow freely and have fun!

Time Commitment: Generally meet the second Tuesday of the month (January – June) from 9:00 – 10:30 AM at the Natick VNA offices. Additional assignments are completed on each volunteer's own time.

Fresh Taste Event Volunteer

Event volunteers help with various event-related jobs, such as:

- food and auction item pick up;
- room set up;
- registration;
- auction/raffle assistance;
- clean up.

Time Commitment: Thursday, June 13, 2013, 5:00 – 10:00 PM at Elm Bank Reservation, Wellesley

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Community Leaders Committee

The Community Leaders are a group of business and professional people who assist the Natick VNA to reach out to our communities, laying the groundwork for community education and resource development. They assist the Development Office:

- Identify, evaluate, screen, cultivate, and solicit individuals, corporations and foundations with the potential to contribute gifts of \$2,500 and more;
- Identify, confirm and promote philanthropic funding priorities for annual, capital and special gifts;
- Review methods and practices used by the Natick VNA to secure gifts and advance committee members' comfort-level, experience and success with all aspects of major gifts fund raising;
- Establish a logical method for setting the committee's annual goals (i.e. dollar objectives, number of prospects contacted, number of new gifts of \$2,500 obtained each year).

Time Commitment: The group generally meets 3-4 times a year, during business hours at the Natick VNA offices. Additional individual work is completed outside of the meetings, including events and other outreach activities.

Planned Giving Committee

The Planned Giving Committee is comprised of legal, financial and other professionals who assist the Natick VNA to encourage estate and other legacy gifts. Planned Giving Committee members:

- organize, plan and implement a comprehensive planned giving program for the Natick VNA;
- attend scheduled meetings and programs and act as general advocates for the Natick VNA and its fund raising programs;
- develop and/or broaden personal knowledge about charitable giving methods, planned giving opportunities, and financial and estate planning issues;
- review, advise, and approve planned giving program policies and procedures;
- interpret, promote and help build interest in the planned giving program with board leaders, donors and prospects, legal and financial advisors and estate planning professionals in the community;
- advise and assist with the creation and implementation of planned giving promotional efforts including newsletters, articles, seminars, and print materials;
- assist in identifying prospective planned giving donors; participate, as appropriate, in the solicitation of planned gifts prospects; participate with the development staff in making presentations to prospective donors;
- maintain an interest in and commitment to the program, participating in events sponsored by the Natick VNA for its planned giving program.

Time Commitment: The group generally meets 3-4 times a year, on Friday mornings at the Natick VNA offices. Additional individual work is completed outside of the meetings, including events and other outreach activities.

For more information or to get involved, contact:

Betsy Cross, Director of Development
Natick VNA

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