

HELP NAME ME

Volume 1, Issue 2

May 2011

An update from the Volunteer Resource Centre

Welcome to all our members, volunteers and supporters.

Wow, so it is nearly a full year since we opened our doors, and began really working on the core roles of the Volunteer Resource Centre... We have been extremely fortunate in our development in receiving excellent support from Supergrans, St Johns, Sustainable Manawatu and many, many other organisations. Our membership is growing, however, we have not seen the numbers we would have dreamed of, but that is also partially due to our limited resources in being able to meet with many of you face to face or at network meetings, for which we apologise.

Our aims over the next wee while is to remedy this! We have recently joined the Palmerston North Community Services Council, and thank them for their ongoing support. This helps to give us an additional profile and network to spread the word.

You will all understand funding constraints, and how time consuming this task can be, however we are focused currently on securing funding to employ a

Events Calendar

Don't forget we have an Event Calendar on our Website on which any Not For Profit can request a listing!

Currently we are updating it as items come to hand, and as we receive newsletters etc, but you can request your event be listed any time!

Events can include, street appeals, other funding raising activities, AGM's or public meetings, training session (which will also be recorded in our Training Listing), Speakers or other activities you would like to publicize.

There is NO charge for this and no requirement to be a member. Just email us on infor@vrcmanawatu.org.nz.

Please ensure you notify us about these events well in advance so we can ensure they are listed in a timely fashion!

[Check out what we have listed currently! Quiz nights and all sorts!](#)

VOLUNTEER RESOURCE CENTRE MANAWATU & DISTRICTS



[Have you joined us on Facebook yet?](#)

part-time Centre Manager to help oversee our day to day tasks, meet with you all and support our volunteers who are currently doing an amazing job of running our office. However, it is all dependant on securing that elusive funding...

We hope to release our training calendar by the end of June so you can all rush to register for all our exciting courses! We are also please to announce that Martin J Cowling will be presenting in Palmerston North on the 5th of July... note the date!

On the 7/8 June we will be closing our office with Supergrans and moving our operations to the newly completed Community House in King Street. Once we are there we encourage you to come and visit. Our hours are listed on the back of this newsletter and will be updated on our website, as they evolve.

As mentioned our office is still manned by our wonderful willing and enthusiastic volunteers. Karl Pearce is still with us, and has been provided excellent training and support for our newer volunteers, for which we are exceedingly grateful. Manho Han is an enthusiastic and extremely capable 3rd Year Accounting Student from Massey University. Ariunaa Mendtsoo has been another great addition to our team, and brings another important perspective to our services. And finally (at present) we have Melanie Severinsen who is filling hours as and when needed at present, and brings another level to our understanding of the local sector.

We thank this dedicated team for their tireless efforts in making sure all your/our enquiries are quickly and professionally responded to, and encourage you to make contact. We are hoping to have two more volunteers join the ranks in the next month or so, which will enable us to be open every day. If you know anyone interested we would love to hear from you.

Following you will find details of the events we are planning for Volunteer Awareness Week (19-25th June 2011) and how you can get involved. Please respond promptly as our deadlines are strict this year!

Norelle Ward

On behalf of the Trust & Team at VRCMD

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Volunteer Awareness Week 19-25 June 2011

VOLUNTEERING – EVERY MINUTE COUNTS



The theme for Volunteer Awareness Week 2011 is "Every Minute Counts". And to that end Every Minute Counts in registering your involvement in the events being run in the City this year!

1st off this year, and again in conjunction with PNCC we are hosting an Expo of Not-for-Profit community groups in the Plaza, Palmerston North. This will be run from Sunday to Saturday and along the same lines as last year. Please see the Registration Details on the next page.

In association with Settlement Support we are holding an Introduction to Volunteering course for migrants and refugees in the region. This course is to demystify exactly what Volunteering is, and help newcomers find their feet in this sector.

The Community House opening will be held on the 23rd June at 2.30 (official invitations will be distributed by PNCC) however at 2pm prior to this event there will be a Volunteer Awareness Week March from the Square to the new Community House in time for the opening! For more details see next article.

And once again we are planning to Window Displays along Broadway. This year we are hoping to have more windows to decorate, and encourage you to collaborate with others in your sphere of influence to create an attractive display.

As the week gets closer we may well be able to announce additional activities—but for now—please register your interest early to assist us in planning & delivery of these activities!

Remember if you are planning a Volunteer Awareness Week event—we would love to promote or highlight it with you! Just drop us a line and we will see how we can help!

Volunteer Awareness Week March

2pm Sharp, 23rd June 2011

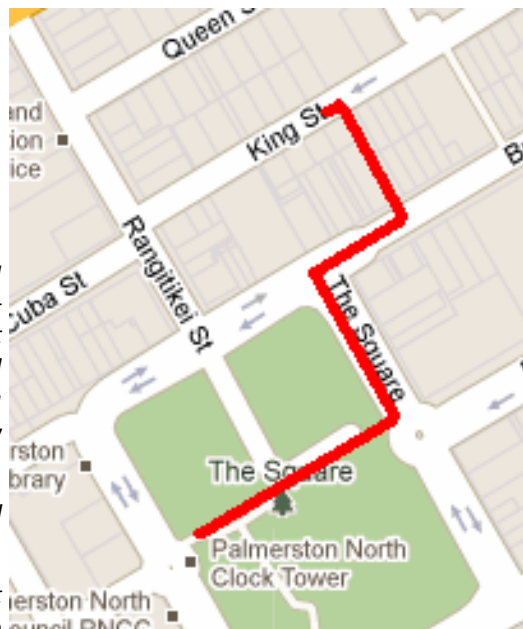
Assembly Point - Te Marae-O-Hine

(outside PNCC Customer Services in The Square).

We will then march across The Square from West to East and turning left out onto the Road at the Main Street Roundabout, and north towards Broadway Avenue. At the Broadway Avenue lights we turn right into Broadway and continue down to the Regent. At this point we will turn left into the Regent Arcade and march from Broadway to King Street, turning left onto King Street and ending in front of Community House.

We are in the process of organising to have a Band or similar lead and to draw more attention to our March.

If you are interested in attending please contact us on 3546027 and let us know your organisation and an estimate on numbers. You can also email us on info@vrcmanawtu.org.nz.



Please note: EVERYONE involved in Volunteering is invited to participate in the march, however, due to the size of Community House, only those holding official invitations will be allowed into the building once we reach our destination.

If you would like to have a look at Community House it will be open on the 1st June for public inspection after the formal blessing is held at 7.30am.

Volunteer Awareness Week Expo, The Plaza, 19th - 25th June

As we did last year we are again running a Full Week Expo in The Plaza, allow all Not-For-Profits who utilize Volunteers to recognise their Volunteers, and show off their organisation to many other potential volunteers **FOR FREE**.

Similar to last year we have arrange with the Plaza is to have two (2) sites This year they will be based outside Glassons near the T Intersection. **Again – this event is Free to any and all organisations!**

During the week long expo, we will rotate as many groups through the sites as possible (1/2 or day each depending on uptake). Subject to the demand and suitable partners we will decide if we have 2 or 4 groups on site at a time.

So, what we need to know from you: Which time and date do you want to book your organisation in for? Please respond by return email ASAP with your preferences in order – first, second, third preferences.

Example:

Day/Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM		2 nd			1 st		
PM			3 rd				
Latenight							

We will endeavour to allocate time slots on a first come first served basis, however we will also look at who will be on display with you as we do this (complimentary not confusing or conflicting). Priority will be given to registered members of the VRC.

We intend to strictly enforce deadlines this year, as The Tribune have kindly agreed to publish a list of stall holders. If you wish your group to be included in this advertising you must respond by the due date.

Please respond by Wednesday 8th June 2010, with your preferences, and any questions.

Emails to info@vrcmanawatu.org.nz Phone: 06 354 6027.

Following you will find the rules and restrictions:

These are set around The Plaza's requirements. We must adhere to these or we jeopardise future opportunities like this. Please ensure you and any person who will be on your stall has read these.

- The tables and any other furniture supplied will be a fixed size, and position, and can not be moved.
- No display boards/banners etc can be more than 1.5m tall. This include you pull up displays, they are too high.
- We are only able to display posters etc in our area, not throughout the mall
- You may have a collection tin on your table, however you may not request donations, only accept if they are offer.
- You may not walk around the Plaza collecting/requesting funds.
- All display materials must be professionally displayed, no messy tacks, sticky tap etc (double sided tap & silver sewing pins or blue-tack are okay)
- Each group is responsible for manning their own stand for their allotted time.
- You may have an unmanned stall if you wish, however you must have your information clearly displayed and available, and clear professional instructions that items are free etc.
- There is set up and pack up time available out of hours if needed
- There are no private rest rooms, or facilities for our use (the public restrooms are clearly marked).
- When you leave if no group is coming to take over, you will be responsible for ensuring the generic supplied information is displayed appropriately (details will be available on each stall).
- The Volunteer Resource Centre (VRC) will ensure there are generic posters and information regarding the VRC to be displayed in between groups, and to be put up each evening as the stalls must always have information displayed, displays can never be completely empty.
- Therefore if a group is not coming into the Plaza until 9 or 10 am, the VRC generic information will be displayed to ensure the stalls are not empty.



**VOLUNTEER RESOURCE CENTRE
MANAWATU & DISTRICTS**



Level 2, 74 The Square	Opening Hours
<u>As of the 9th June</u>	Mon 10-1
Ground Floor	Tues 10-1
Community House	Wed 1-4
King Street	Thur 1-4
<u>Palmerston North</u>	Fri CLOSED
P O Box 12199	Subject to change
Palmerston North 4444	and alteration

Broadway Window Displays

This year (based on our feedback last year) we are investigating placing displays in the empty windows along Broadway Avenue.

In 2010 we had four displays in the old Farmers Building. This year we intend to ensure that the four sectors are represented, along with a display relating to the Community House.

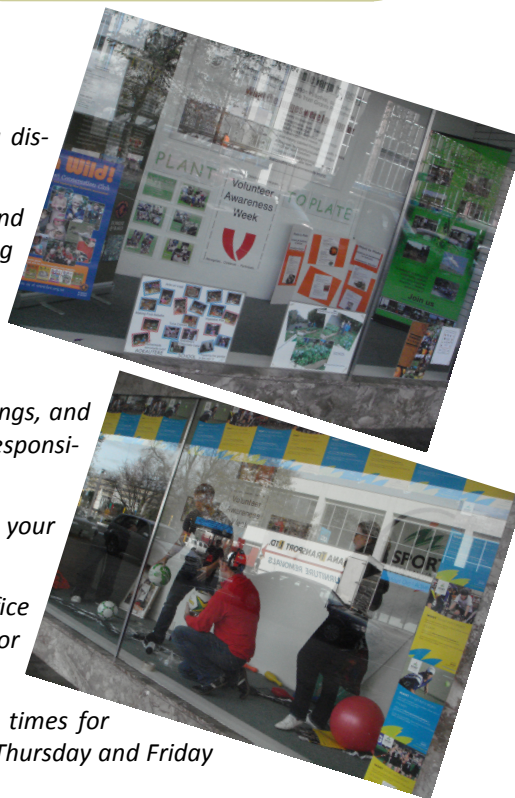
The four sectors we wish to see include—Sports, Arts, Social/Welfare and Environmental.

As per last year, we intend to ensure all items will be secured in the buildings, and you will likely need to sign a waiver to release the building owners of any responsibility should any loss occur.

We also request that the displays are professional and reflective of what your organisation does or represents.

If you are interested in contributing to a display please email or call the office to register your organisations interest. Email info@vrcmanawatu.org.nz or phone 06 354 6027.

Once we have registrations in we will come back with access dates and times for each display to be placed. We hope that all displays can be placed on the Thursday and Friday prior to VAW (17th & 18th June) and will be removed the 27th & 28th.



On the 21st of June we will be hosting a training event in association with Settlement Support (among other organisations).

Introduction to Volunteering

The course is "Volunteering in Aotearoa" and is aimed at recent migrants and refugees. The course comes to us courtesy of Volunteering Auckland. The aim is to demystify Volunteering, and ensure our newest volunteers are aware of their rights and expectations and are comfortable when taking on volunteer positions.

Details are still being finalised, however if you know anyone who would be interested, or who might benefit from this course, please get in touch and register for more information.

Contact us on info@vrcmanawatu.org.nz or 06 354 6027. Also, you can [Like Settlement Support Manawatu](#) on Facebook to keep in touch with their activities in the region!

Martin J Cowling Training

~MARK IT IN YOUR DIARY~ 5th July 2011

Martin J Cowling— from [People First Total Solutions](#), possesses 20 years of not-for-profit management experience. He is passionate about ensuring organisations and their staff (both paid and unpaid) have mutually beneficial relationships. Martin is a highly sought speaker and trainer for many organisations globally. AND he is coming to Palmerston North to speak to YOU about Volunteering!

We are currently finalising the details of this half day workshop and will release all information shortly. However we wanted to alert you to this fabulous opportunity and also encourage you to register your organisation with the Volunteer Resource Centre Manawatu & Districts NOW.

All organisation registrations received in June 2011 will be rolled over for free through the next financial year (2011-12). ALL registered organisations will receive a discounted fee registration for Martin's workshop. Contact us on info@vrcmanawatu.org.nz.