



Virtual Volunteer Guide





WHY HAPPY CARAVAN?

Conflict and war across the world has left tens of thousands of vulnerable children without a home, let alone access to education.

According to Greece's 2019 Asylum Report, it was stated that of the roughly 37,000 refugee children of school age, only around a third are enrolled in the school system.

In 2021, this number is expected to be far higher...

Happy Caravan operate two informal classrooms in refugee camps in Greece.

We teach English, maths, art and computer skills to vulnerable refugee children with little or no access to education. These children have fled crisis and war in their home countries and now seek safety in Europe.

Happy Caravan was born as a street school in 2017. Since then, we have grown to serve over 250 students per day in our two colourful classrooms, with the support of a thriving network of volunteers across the world.

02

THANK YOU

YES, YOU!

When we first opened our doors in 2017, we never could have imagined how our project would grow. It's down to people like YOU and your ongoing support that we keep our doors open.

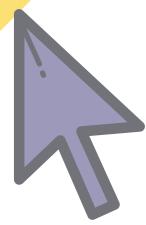
Like NGOs across the world, we are adapting the way we work due to Covid-19. This is why we've launched our Virtual Volunteering scheme. We hope it will allow us to keep raising awareness and resources for our school without risking the wellbeing of our amazing volunteers.

In this guide you will find information on virtual volunteering activities you can get involved with whilst keeping safe from Covid -19. If you need any support or want to share any ideas, please contact us at info@happy-caravan.org



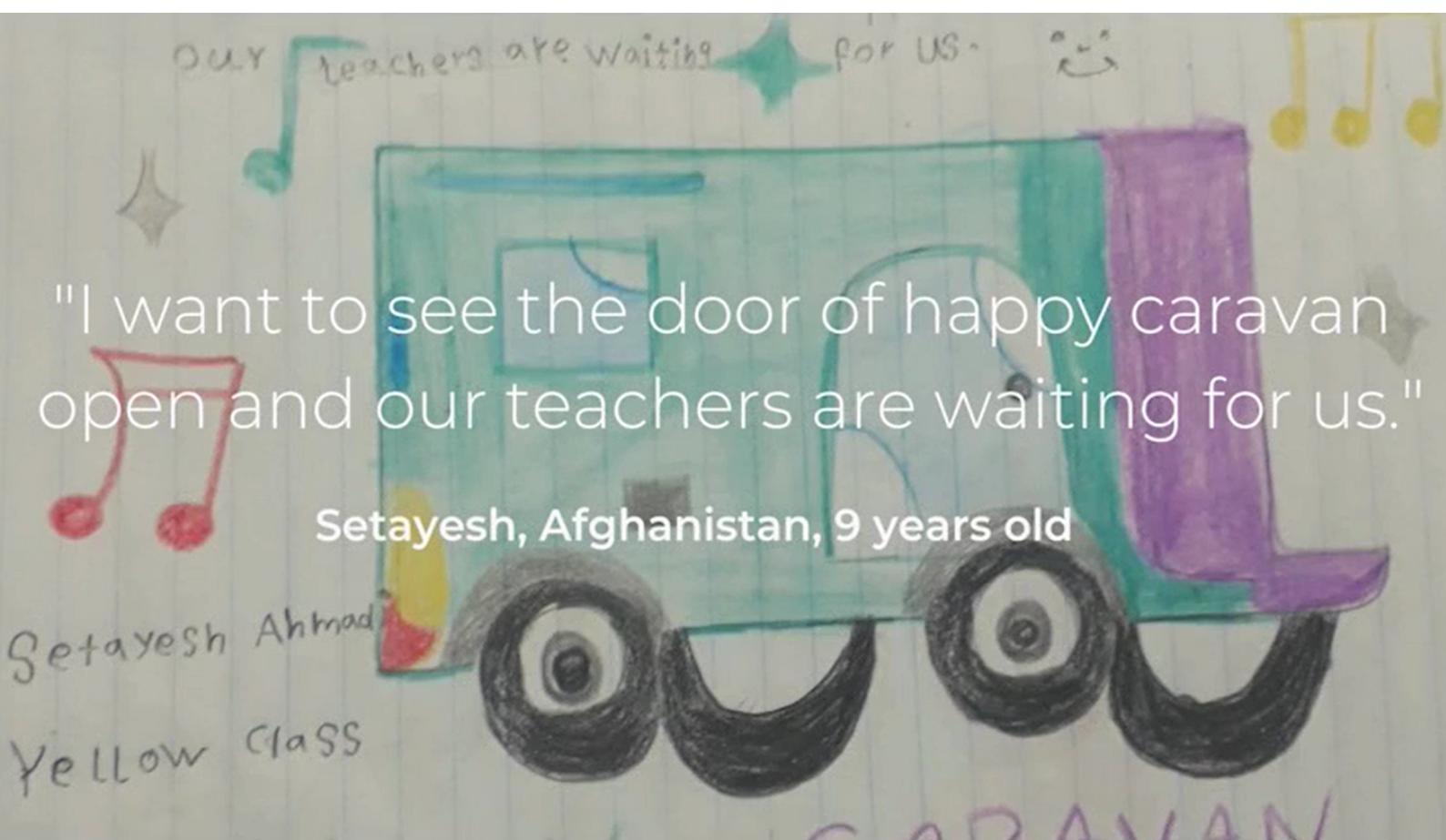
03

<http://>



GETTING STARTED

In this booklet you will find lots of ideas and inspiration for different fundraising activities you can get involved in. You will also find our frequently asked questions and a guide to promoting your activities on social media.



VIRTUAL BAKE-OFF!

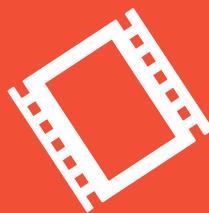
Everybody cooks the same recipe at the same time, with points given to the tastiest looking cake!



HOST A MUSIC FESTIVAL!

Plan a live musical performance for your friends and family.

Ask other musicians and performers to join in too! Perhaps you could dedicate a special song to Happy Caravan?



MOVIE NIGHT

Use the Netflix Party App to stream a movie with friends and ask everyone to donate the cost of popcorn or a movie ticket.

TIME TO SPARE?

Could you offer an hour of something you're good at?

Gardening? Cleaning?
Web Design?

Offer a socially-distant service to your friends and family and ask for a donation in return.



TIME FOR A SPRING CLEAN?

Sort out your old belongings then sell your preloved items on Ebay or Facebook marketplace and donate the profits to Happy Caravan!



GET ARTY

Feeling creative?

Make and sell craft items or artwork online through Etsy or other market places and donate the proceeds.



VIRTUAL CHALLENGE

Start an online challenge such a virtual relay race, a time-challenge or something else you can compete with friends on and see who is the champion!



HOST A VIRTUAL DINNER PARTY OR COCKTAIL PARTY

Find some dinner or cocktail recipes in advance and get everyone cooking the same meal or making the same cocktail.



HOST A TALK SHOW

Host a virtual talk show and invite a panel of guests to share their knowledge on a subject.

MAKE A BOOK

Collect your favourite recipes, childhood games, stories or nursery rhymes and put them into a PDF book.

Perhaps ask other people to add their ideas too and sell the final version to your family and friends for a donation.



CREATE A FUNDRAISING TEAM

Join forces with friends and family to create a fundraising super-team! Share ideas for a larger or more elaborate fundraising idea!



FEELING INFLUENTIAL?

Reach out to social media influencers and Youtubers to give Happy Caravan a shout-out on their feeds. Ask them to share the donate link and the volunteer sign up link too!



06

SOCIAL MEDIA GUIDE

WEEK ONE

Whilst you might be keen to jump in with a post about your new project, often it will make more of an impact to build up some context first.

In your first week, post information or share news stories about refugee children and the current situation.

You can introduce the fact you're working with an NGO, but don't ask people for donations yet, you want to introduce some background information and context first so people are more engaged with the topic.



WEEK TWO

Now your friends and family have learned a bit more about the cause, it's time to introduce the NGO. Share some of our recent content or a link to the bio on our webpage to help explain who we are and what we do.

This is a perfect time to introduce the fact you're a Virtual Volunteer and are planning a fundraising event for us. If you want to build a bit of suspense, don't tell your viewers yet what you're planning. (You could even do an online countdown to the announcement!)

07

SOCIAL MEDIA GUIDE

WEEK THREE

Launch your fundraiser!

Try to have a clear “call to action” for your launch post. Do you want people to register for an event? Do you want them to buy things from online sale? Do you want them to make a direct donation? Make it clear what you’re asking for and how people can do this.

Not ready to launch your fundraiser yet? Don’t panic! Week three is a good time to ask other friends and family if they want to register to become a virtual volunteer – share the link to our sign up page.



ONGOING WEEKS

Continue to share updates and background information about Happy Caravan. The more people know about what our organisation is up to, the more likely they are to become a supporter.

Continue to promote and share updates about your event. You could run a totaliser style update for how much you’re raising and what that equates to in terms of the school - for example, 250 Euros will buy a laptop for the classroom.

Continue to share our Virtual Volunteer sign up page and the posts of Happy Caravan.



08

FREQUENTLY ASKED QUESTIONS

Can I invite my friends to help with the fundraiser?

Absolutely! Please ask everyone involved with fundraising activities to register online as a Happy Caravan Virtual Volunteer. The more volunteers we have, the more we can grow the organisation.

What types of fundraising activities should I be doing?

We welcome any ideas or suggestions – if you would like some examples of successful fundraising activities, please see page 4 and 5 of the Volunteer Induction Guide.

How many fundraising activities am I expected to organise?

We ask you to commit only what time you have; If this means one fundraising activity per month or one per year, we are grateful for your support.

What is an appropriate amount of money to ask for as a donation?

Give a range of options to people, e.g. €10, €20 or €30. Our website lists different donation options and what they could pay for. For example, a €30 donation would purchase a child's desk for the school.

I want to do an online sale for my fundraiser. How long should the fundraiser be?

Ten days to two weeks has shown to be a good amount of time. This way you can promote your fundraiser at the beginning, at the half-way mark, and increase online promotion in the last week/few days. It might help to launch and end your online sale during the weekend.

Can I set up my own JustGiving or other 3rd party fundraising platform?

Yes of course! Whatever works best for you. When your fundraising event is finished, you can transfer the funds directly, or use Paypal, Stripe or Mollie - whatever is easiest!

Can I set up my own Facebook fundraising page?

Again, yes, of course! Just please only use images that we have officially released through our website or social media pages. Please also keep your language and messaging aligned with our values - read our Code of Conduct for more information.



USEFUL INFORMATION & LINKS

Website:

www.happy-caravan.org

Email:

info@happy-caravan.org

Facebook:

www.facebook.com/HappyCaravan.org

Instagram:

www.instagram.com/happycaravan_org

Our Legal name:

Stichting Happy Caravan

IBAN:

NL37 INGB 0007 6515 87

BIC:

INGBNL2A

Paypal:

info@happy-caravan.org

Postal Address:

Happy Caravan School

Centre of Immigrants,
Thermopyles,
Loutra, Lamia,
35100
Greece



09

VIRTUAL VOLUNTEER CODE OF CONDUCT

1. When acting on behalf of Happy Caravan, you become the face of our organisation; Please conduct yourself in a friendly, professional and culturally-respectful way at all times.
2. Happy Caravan photos should only be used for the purpose of fundraising and for official posts to raise awareness about our classrooms.
3. When posting pictures or information, please be mindful that our children may see these posts in the future. All posts must be dignified, respectful and protect the child's identity.
4. All Happy Caravan activities (virtual and in-person) should be reported to the Happy Caravan team before they commence so you can be supported with any additional guidance or resource. Email info@happy-caravan.org
5. Donations should be directed to the Happy Caravan website or fundraising website. You should not use your own bank account for fundraising purposes.
6. All money donated must go towards Happy Caravan. You are not permitted to keep a portion of donations for other purposes, for example, production costs or postal costs, unless you explicitly agree this when promoting the fundraiser.
7. No fundraising activity should ever put another person at risk of Covid-19. If your fundraising activity is in person, it is your duty to provide a socially distant and Covid safe environment.
8. When promoting fundraising activities online, try to avoid the word "Syria". Political sanctions on fundraising and sending funds to the area have seen many fundraisers shut down (please see FAQ for more information)



10

VIRTUAL VOLUNTEER CODE OF CONDUCT

9. Any requests from members of the media for comments/information should be politely directed info@happy-caravan.org
10. As a volunteer, you have an obligation to protect confidential or personal information in relation to other volunteers, donors, and the organisation. Please never discuss or disclose personal information both during and after your involvement with the organisation.
11. Contact information and other data obtained from donors and volunteers must be held in a way which is compliant with GDPR legislation. If you are unsure or have any questions about this, please contact info@happy-caravan.org
12. Happy Caravan is committed to anti-discrimination. All our activities, decisions and meetings will be free from unlawful or unfair discrimination on the grounds of disability, colour, race, nationality, ethnic or national origin, sex, gender (including gender reassignment), sexual orientation, age, marital status, religious or other similar philosophical belief.
13. If you think a volunteer has breached the code of conduct it is your duty to report it to the Happy Caravan Team.



STAY IN TOUCH!

If you have any questions or ideas, please contact the Happy Caravan team at info@happy-caravan.org

