



United We Serve

[AHEPA.ORG/SERVE](http://AHEPA.ORG/SERVE)

**AHEPA**  
**REAFFIRMING OUR COMMITMENT TO**  
**COMMUNITY SERVICE**

Tool Kit

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July 26, 2009



Dear AHEPA Family and Friends,

In the spirit of Hellenism, the American Hellenic Educational Progressive Association answers the White House's call for public service by joining the United We Serve initiative. United We Serve is a coordinated community renewal program that asks Americans to join hands from coast-to-coast, and undertake acts of public service that will help meet our country's unprecedented challenges in education, health, energy and the environment.

Although AHEPA was born to protect and defend the life and livelihood of Greek Americans, over the years, it has become the premier association for our community's organized philanthropic, educational, and public service activities. On July 26, 2009, in tribute to eight-plus decades of fraternal service to nation and community, AHEPA reaffirmed its commitment to community assistance and renewal, as it invited its members and all Greek Americans to find, create, or participate in a community service project during the course of the year and share their experiences with AHEPA. Therefore, AHEPA encourages Greek Americans to roll up their sleeves, join the effort and put our community's immense intellectual and productive talents in service of the public good. Please utilize this tool kit as resource in your efforts.

Together, we can all make a difference!

Fraternally,

A handwritten signature in black ink that reads "Nicholas A. Karacostas". The signature is written in a cursive, flowing style.

Nicholas A. Karacostas

AHEPA Supreme President

## Thank You!

AHEPA is dedicating our 88<sup>th</sup> year to reaffirming our commitment to public service. Along with our AHEPA Family partner organizations, we hope to connect our local chapters with local public service programs which combat hunger. We also hope to use this project to ignite new interest in AHEPA within the American Hellenic community, especially among the youth.

Lastly, we hope this toolkit helps answer many of the questions you might have in how to build a successful Community Service campaign.

If you have any questions or suggestions, please do not hesitate to contact us at AHEPA Headquarters.

Basil N. Mossaidis, Executive Director, AHEPA Headquarters

## Project Outline

The project consists of two major programs, which will span the entire 88<sup>th</sup> year of AHEPA as an organization. They are:

### I. Supporting Local Soup Kitchens

The Supreme Lodge and AHEPA headquarters asks every AHEPA chapter to select a local soup kitchen to assist throughout our 88<sup>th</sup> year – and channel volunteers to assist their programs. It is advised that each chapter select a Public Service Director to manage the project and report back to AHEPA Headquarters on progress and success. Chapters with the best programs will be recognized at the 88<sup>th</sup> Annual Supreme Convention in Montreal, Canada. Programs will be judged by:

1. Number of volunteer hours generated
2. Recognition in local press
3. Youth involvement
4. Church involvement

### II. Canned Food Drives

AHEPA chapters will work with local churches to conduct two canned food drives during the year, each benefiting a local public food assistance program.

#### a. St. Basil's Day

The fall canned food drive will focus on feeding hungry children and will run from October 1, 2009 to January 1, 2010.

#### b. Memorial Day

The spring canned food drive will focus on feeding hungry veterans and will run from January 31, 2010 to May 31, 2010.

## Project Timeline

- July 22, 2009 – Project Soft Launch
  - a. web page goes live.
  - b. informational email to membership
  - c. tape video address from supreme president
  - d. community outreach
- July 26, 2009 – Project Hard Launch
  - a. press release
  - b. web video from supreme president
- August 01, 2009 – Chapter Report
  - a. local soup kitchen identified
  - b. church involvement
  - c. youth involvement
  - d. outreach: traditional and online media
- October 01, 2009 – Fall Canned Food Drive begins
  - a. collection box visible in churches/community centers
  - b. posters visible in churches/community centers
- January 01, 2010 – Fall Canned Food Drive ends
  - a. collected food delivered to local children's
  - b. posters removed from churches/community centers
  - c. press releases sent to local press
- January 31, 2010 – Spring Canned Food Drive begins
  - a. collection box visible again in churches/community centers
  - b. new posters visible in churches/community centers
- May 31, 2010 – Spring Canned Food Drive ends
  - a. collected food delivered to local children's
  - b. posters removed from churches/community centers
  - c. press releases sent to local press
- July 01, 2010 – Project End: End Reports Due
  - a. local soup kitchen support
  - b. church involvement
  - c. youth involvement
  - d. outreach: traditional and online media
- July 16, 2012 – Awards Presented
  - a. Best Public Service Project
  - b. Best Church Involvement
  - c. Best Youth Involvement
  - d. Best Local Press Coverage

## Steps to Take & Resources to Help

Before October 1, 2009

- a. Identify a Chapter Community Service Project Director
- b. Find and contact a local soup kitchen  
<http://www.volunteermatch.org>  
<http://www.allforgood.org/search>  
<http://4homeless.hypermart.net/shelters.html>
- c. Solicit church involvement  
Ask your local parish to join AHEPA and make this a joint project  
Make announcements at church to promote the project
- d. Solicit youth involvement  
Make sure to include your Sons and Maids leadership in the project.  
If none, ask the church youth groups to participate.
- e. Register your projects on SERVE.gov  
<http://www.serve.gov>
- f. Alert your local press  
Edit the [draft press release](#) and send it to local print, radio and television news desks

October 1, 2009

- a. Station food collection boxes visibly in local churches or community centers  
Decorate a tall/large shipping box with construction or wrapping paper  
Make sure the poster is fixed to the box on the most visible side.
- b. Make weekly appeals at church for participation through
  1. Church bulletins or announcements
  2. Volunteer greeting people as they walk past the food collection box.
- c. Make an initial tally of volunteer hours generated for your local soup kitchen
- d. Recognize volunteer commitment  
Ask the church if they would recognize at liturgy a volunteer superstar each month.

January 01, 2010

- a. Deliver canned food to local children's organization  
Save food collection box and posters for the Spring Canned Food Drive
- b. Send press releases to local press
- c. Download and edit our [draft press release](#)  
Make sure to include personal stories from volunteers

January 31, 2010

- a. Station food collection boxes visibly in local churches or community centers  
Decorate a tall/large shipping box with construction or wrapping paper  
Make sure the poster is fixed to the box on the most visible side.
- b. Make weekly appeals at church for participation through
  1. Church bulletins or announcements
  2. Volunteer greeting people as they walk past the food collection box.
- c. Make an initial tally of volunteer hours generated for your local soup kitchen
- d. Recognize volunteer commitment  
Ask the church if they would recognize at liturgy a volunteer superstar each month.

May 31, 2010

- a. Deliver canned food to local veterans organization
- b. Send press releases to local press  
Download and edit our [draft press release](#)  
Make sure to include personal stories from volunteers (especially veterans)

July 01, 2010

- a. Thank all volunteers for all their hard work!  
Publicly thank church and community leaders at meetings and at liturgy
- b. Turn in community service reports to national
  - Local soup kitchen support report
  - Church involvement report
  - Youth involvement report
  - Local press coverage report

## Project Online Resources

- AHEPA United We Stand Tool Kit
  - a. [http://www.ahepa.org/uploads/office/ahepauws\\_toolkit.doc](http://www.ahepa.org/uploads/office/ahepauws_toolkit.doc)
  - b. [http://www.ahepa.org/uploads/pdf/ahepauws\\_toolkit.pdf](http://www.ahepa.org/uploads/pdf/ahepauws_toolkit.pdf)
- AHEPA United We Stand Logo
  - a. [http://www.ahepa.org/uploads/images/ahepauws\\_logo.eps](http://www.ahepa.org/uploads/images/ahepauws_logo.eps)
  - b. [http://www.ahepa.org/uploads/images/ahepauws\\_logo.gif](http://www.ahepa.org/uploads/images/ahepauws_logo.gif)
  - c. [http://www.ahepa.org/uploads/pdf/ahepauws\\_logo.pdf](http://www.ahepa.org/uploads/pdf/ahepauws_logo.pdf)
- AHEPA United We Stand Poster
  - a. [http://www.ahepa.org/uploads/pdf/ahepauws\\_poster.pdf](http://www.ahepa.org/uploads/pdf/ahepauws_poster.pdf)