

- ~ Speaker – Give the qualifications of the speaker. Provide the speaker’s name clearly and distinctly as the final words of your introduction.
- C. Plan a question and answer session following the presentation
- D. Prepare a written thank you card and a small gift to give to the speaker
- E. Document the event with photos and/or video clips – if allowed by guest speaker
- F. After the speaker has departed, ask volunteer club members to give feedback on the speaker. This can be conducted via a verbal debriefing session or a paper and pencil evaluation form.

Tips on Recruiting Volunteers

Recruiting older adult volunteers may perhaps be the most difficult part of the program. Several of the tips for securing a guest speaker outlined above are applicable to finding volunteers. Additional suggestions also are outlined in the Volunteer Management Training module on page 11. Included below is a list of the

human service agencies where the F.I.I.V.E. Chicago volunteer clubs advertised to find older adult volunteers. While this list primarily includes Chicagoland resources, it may give you ideas for similar resources to contact in your area.

CHICAGOLAND RESOURCES

Niyama Yoga, Wilmette
<http://www.niyamayoga.com/>

Spynergy, Winnetka
<http://spynergywinnetka.com/>

The McGaw YMCA, Evanston
<http://www.mcgawymca.org/>

Northfield Park District, Northfield
<http://www.northfieldparkdistrict.org/>

Lake Forest Health & Fitness Center,
 Lake Forest
www.health-fitnesscenters.com

Kenilworth Union Church, Kenilworth
<http://www.kuc.org/>

Winnetka Congregational Church,
 Winnetka
<http://www.wcc-joinus.org/>

First Presbyterian Church, Evanston
<http://www.firstpreevanston.org/>



The Dailey Method, Kenilworth
<http://www.thedaileymethod.com/northshore.html>

City of Evanston, Evanston
<http://www.cityofevanston.org/>

Evanston Community Foundation,
Evanston
<http://www.evanstonforever.org/>

**Northwestern University Center for Civic
Engagement**, Evanston
<http://www.engage.northwestern.edu/>

**DePaul University Office of Student
Involvement**, Chicago
<http://studentaffairs.depaul.edu/involvement/index.html>

Pioneer Press, Chicagoland
<http://www.pioneerlocal.com/>

Chicago Parent, Chicago
<http://www.chicagoparent.com/>

Chicago Special Parent, Chicago
<http://www.chicagoparent.com/magazines/special-parent>

Presbyterian Homes, Chicagoland Suburbs
<http://www.presbyterianhomes.org/>

Osher Lifelong Learning Institute,
Evanston
<http://www.scs.northwestern.edu/program-areas/olli>

Suggested Donation Recipient Organizations

Below is a list of organizations to consider supporting through your Volunteer Club activities. This list includes donation recipients that benefitted from the

F.I.I.V.E. Chicago project, as well as national organizations that may have local chapters in your area.

LOCAL CHICAGOLAND ORGANIZATIONS

Advocate Health Hospice
<http://www.advocatehealth.com/Hospice>

Albany Care
www.albanycare.com

Children's home + aid
www.childrenshomeandaid.org

Connections
www.cfthinc.org

Evanston Shelter for Battered Women
(847) 864-8445

C.A.R.E.
www.care-evanston.org

Campus Kitchen-Food Rescue
www.campuskitchens.org

Grey Park
www.cityofevanston.org/parks-recreation/parks

