**Tick list of what to remember to take:**

* **Bags of activities materials (for each table):**
  + Bug hotels
  + Bird feeders
  + Post Pals cards
  + Thank you ‘letters’
* **Other items (for each table)**
  + Volunteering opportunities
  + Guide to local social activities
  + Well-being tips
  + Ice-breaker questions + post its
* **‘Wellbeing’ Pass the parcel**
* **Feedback forms**
* **Box of chocs for feedback prize draw**
* **Volunteer certificates**
* **Photo consent signs x 4 for the wall and blue tack**
* **Pens for feedback to be filled in**
* **Session spiel**

**Session timings guide**

**When you get there, materials to place on tables:**

* + Volunteering opportunities
  + Micro-volunteering materials
  + Guide to local social activities
  + Well-being top tips
  + Ice-breaker questions + post its
* **10 minutes after the start – Intro spiel**
* Once everyone settled introduce the activities & session)
* See attached spiel / script to use as your basis… do edit as preferred
* **20 minutes after the start – Pass the parcel**
* Music player and music needed
* **40 minutes before the end – Write volunteer certificates**
* **30 minutes before the end – Volunteer thank you**
* Stick coloured in thank you letters on wall
* Call up volunteers
* Hand out certificates
* Take photo with letters behind volunteers, holding certificates
* Check all volunteers happy for photo to be used by KCV & ask to sign photo consent forms
* Share on social media after the session
* **20 minutes before the end of the session – Feedback**
* Hand out feedback forms (ask a volunteer to do this)
* Encourage to fill in by reminding about prize draw
* **5 minutes before the end of the session**
* Feedback forms collect
* Call draw prize winner

**Session intro for organiser to share with group**

*(suggested you do once everyone settled at tables)*

*Today’s session is a chance to think about* ***ways of promoting your wellbeing and happiness****. Some ways for us all to live happier lives include:*

* ***Socialising*** *more*
* ***Learning*** *something* ***new***
* ***Doing things for others*** *and*
* ***Taking care*** *of our* ***minds & bodies***

*So,* ***with all this in mind****, you may have noticed on your tables some* ***questions*** *– to* ***get chats started:***

* *See list of icebreaker questions in separate file*

***The Information on your tables:***

*There are a few different information booklets on your tables you are very welcome to take home with you in keeping with the theme today of ‘wellbeing’:*

* *Volunteering opportunities to consider (insert link to)*
* *Well-being top tips to help you take care of yourselves (insert link to)*
* *And fruit to snack on or take home…*

***The activities on your tables are all ‘small’ volunteering tasks to have a go at*** *but please don’t feel any pressure to take part in any of these activities – its fine if you would just like to have a chat and a cup of tea.*

**P.T.O.**

***Activity examples to include (see separate guides with details)***

***Pen pals***

* *A lovely charity which encourages people to write to children who are undergoing serious hospital treatment.*
* *Receiving a message really brightens up a child’s day.*
* *We have information about 5 children and their siblings who you can volunteer to write to.*
* *We have cards you can decorate and paper and envelopes.*
* *Choose a child, write a message inside the card and put it in the post.*

***Bird Feeders***

* *Put the fat balls in the feeder / create a bird feeder*
* *Read the info on your tables on how to take care of the birds all year round!*

***Bug Hotels***

* *Give nature a home in your garden - and help save the Ladybird by giving them a home to hibernate in.*
* *Please take home with you and find a good spot in your garden or a local park – or give it to someone you know.*
* *Read the info on your tables on bug hotels.*

***Thank you ‘letters’***

* *To decorate / colour in – use your imagination*
* *These are to stick on the wall and thank the lovely volunteers who help out here every week*

*And finally!*

**P.T.O.**

*I will come around with* ***feedback*** *later and you will be entered into a* ***prize draw*** *(if you leave your name)*

*Now we have a* ***pass the parcel*** *to hand round with wellbeing tips and chocs!*