PHILIPPINE RED CROSS

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VOLUNTEERS GUIDE ON HOW TO USE THE TOOLKITS
Volunteers Guide on How to Use the Toolkits

Our volunteers are continuously giving their time and efforts to the organization in service to their fellow Filipinos. Relative to this, the volunteers need to be equipped with ample amount of knowledge and skills to further the development in their voluntary service. One way of doing so is through the toolkit approach. Why? It allows the volunteers to choose a topic according to their priorities and needs, which is relevant to their community. It contains “recipes” that are visual and action oriented, easy to understand and practice.
THE STEP-BY-STEP APPROACH

1. Plan a VISIT to the COMMUNITY.

2. MAKE a COURTESY CALL to the barangay official or the municipality head of the chosen community.
3. **ASSESS the ENVIRONMENT and PEOPLE** (i.e. lifestyle, common type of occupation, and economic status) living in the community by going door-to-door knocking and conducting one-on-ones survey.

4. **IDENTIFY the top-most CONCERN or need of the COMMUNITY.**
5. ORGANIZE a TEAM for toolkit information dissemination. A person who has TIME, ENERGY, PASSION and who possess a can-do attitude is a potential active member. You can also INVITE VOLUNTEERS or other members of the identified barangay.

6. DISCUSS interactively the INFORMATION from the selected toolkit WITH THE TEAM. MAKE an OPEN FORUM to ensure good understanding among the participants.
7. WRITE and RECORD the QUESTIONS or CONCERNS raised in regards to the topic of the toolkit.

8. WORK WITH YOUR TEAM to develop plan and the steps activities you can do to your community.
9. Ask and ENCOURAGE OTHER members of the community TO GET INVOLVED. Build a base of support in the community.

10. MEET with your team to REVIEW what you have ACCOMPLISHED and the PROGRESS of the implemented activities to see what went right or wrong and EVALUATE the IMPACT it has contributed to your COMMUNITY.