

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



students

COMMUNITY SERVICE TOOLKIT

*“At ASID, we are not just preparing
for the future, we are designing it.”*

- Randy Fiser, ASID CEO

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Community Service is a donated service or activity that is performed by a person or group of people for the benefit of the public or its institutions.

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ASID would like to thank the following ASID members for submitting their “best practices” to ASID headquarters in order to share with all of our members! THANK YOU!

Mary Cain, Allied ASID

Kat Fern, ASID

Brooke Williams, Allied ASID

Virginia Marti College of Art + Design ASID Student Chapter

OVERVIEW

One of the main reasons interior design students join ASID is for the community interaction the Society promotes, especially at the local level. In addition to the usual meetings, elections and other administrative objectives, chapters thrive on giving back to the community which supports them.

IDENTIFY A CAUSE

When planning your chapter's community service event, you need to first identify a cause or goal to work toward. This can be a family in need, a local school or collaborating with existing foundations and nonprofit organizations.

PLANNING

With multiple planning meetings, a marketing plan and a calendar to track success, your chapter will go far! Forming a committee with a student leader will also help to coordinate responsibilities and report back to the rest of the chapter on the progress.

Always offer a post-mortem review for attendees and participants to provide feedback on what was successful and what could be improved.

The ASID Student Advisory Council has developed the Community Service Toolkit to promote successful events among chapters and has provided some conventional (and some non-conventional) ideas for inspirational projects!

GOALS TO KEEP IN MIND!

These goals can apply to any community service event.

- Elevate the profession in the public eye
- Build teamwork
- Design a research evaluation process with the client
- Creative problem solving
- Follow up after the project

Contact your local professional chapter to join their community service efforts. They are a great resource to help students get involved!

BEST PRACTICES

Many of us wanted to become interior designers because we believed in making a difference! Community service is a great way to create a bond with other design students in your chapter as well as making a difference in your community. Please follow these guidelines when contemplating a community service projects:



DO NOT SOLICIT MONEY ON BEHALF OF ANY CHARITY

Many states prohibit chapters from soliciting donations on behalf of a charity. Other states impose strict regulations on the collection of funds on behalf of a charity. Because these laws are complex and the penalties for noncompliance can be severe, chapters should not solicit money on behalf of any charity unless they have consulted with a local attorney and have obtained permission from the Society to do so.

DO NOT CONDUCT A RAFFLE OR SIMILAR FUNDRAISING ACTIVITY

Please be aware that Federal, state and local laws, rules and regulations may prohibit chapters from engaging in certain community service projects, including fundraising through the use of raffles. Under no circumstances should a chapter organize or conduct any raffle on behalf of any charity (or even on behalf of the chapter) as most states consider this to be gambling and both civil and criminal penalties could result. Any raffle must be conducted by the charity directly.

“GIFTS FOR GIRLS” TOY DRIVE

Young girl’s in any area are always in need of mentors in their local community. This community service project donates gifts to young girls who are in need of toys or basic goods. College students who are pursuing their educational dreams are the perfect candidates to help motivate girls towards a better future.

ORGANIZATIONS TO RESEARCH:

- Boys and Girls Club of America
- Make a Wish Foundation
- Local orphanage or shelter

HOW-TO:

1. Search. Find an orphanage or youth center in your local area where gifts can be donated. Many of these organizations ask for help during the holidays to collect gifts for children who are in need.

2. Collect. Create a collection point at your school where gifts can be collected. To be festive, this box can be designed!

3. Advertise. Make posters or flyers and post them around campus letting students know where the collection box is located.

REFURBISH FURNITURE

Form a six- to seven-member committee and locate a charity that collects furniture. (*Refer to the website below to survey possibilities and advice before determining your charity.*) Have the committee decide on ways to approach/encourage students to restore or adorn existing furniture or accessories for donation. Items should be relevant to interior design (e.g., no jewelry, handbags, etc.). Decide on a catchy name for the refurbished donation in order to help raise awareness to the public.

COMMITTEE MEMBER JOB DESCRIPTION:

- **Overseer(s)** – One or two people to oversee each member’s work to assist them and keep them on task; bridge communication and make sure deadlines are met. Once a charity is identified and researched, the Overseers need to develop a timeline with committee members and make sure that all tasks are identified and understood. Record all processes and expenses and store notes and other documents for future reference. The charity will probably send a thank you letter which should be given to the overseer(s) for recording.
- **Charity Liaison** – Someone to contact the charity, verify the legitimacy of the charity (see website below) and provide charity information to the event promoter. Consider photo opportunities, if appropriate.
- **Event Promoter** – Someone to promote the refurbished furniture donation. Posters should be created that highlight the charity and where the furniture pieces are located to view and purchase. The event promoter is expected to use email, social media and classroom visits to talk-up the event in order to enhance awareness.

Please be aware that Society Guidelines require that any furniture to be offered for “sale” must be sold by the charity itself, and not the Chapter.

In addition, donations of furniture to be refurbished should be made to the chapter (and not the charity). Any posters or advertisements requesting such furniture donations (including online donation requests) must contain the following IRS mandated disclaimer

language in a conspicuous and easily recognizable format: “Contributions or gifts to the [insert name of chapter] of the American Society of Interior Designers are not deductible as charitable contributions for Federal income tax purposes.”

- **Event Collector** – Someone to work with the charity to secure a good location to display the refurbished furniture. If possible, use platforms to add variation to the display. Or you may decide to distribute the pieces throughout campus in high-profile areas and then state they will be on sale at charity. Each furniture piece should include a plaque or sign that includes the name of the designer, “name” of the furniture piece and the materials used in its re-creation (i.e., Joe Smith, “Nautilus Chair”, decoupage, sea shells and sea glass). If displayed on campus, have a poster advertising the charity and when they will be on sale.

REFERENCES/WEBSITES:

How to Find a Trustworthy Charity | eHow.com

ehow.com/how_2330586_find-trustworthy-charity.html#ixzz1ILjfLR7V

NOTE: Be conscious of peieces you auction/rafflerefurbish. For safety and liability purposes stay away from baby items such as cribs, rocking chairs, etc.

DONATE HOTEL TOILETRIES TO SHELTERS

Brainstorm with your chapter members to decide on a charity and form a four- to five-member committee. Some global charities are globalsamaritan.org, globalsoap.org and cleantheworld.org. You may also decide to help military personnel, or a local women's shelter, homeless shelter, halfway home or domestic violence shelter that you can find online or through a church. (Refer to the websites below to survey possibilities and advice before determining your charity.)

COMMITTEE MEMBER JOB DESCRIPTION:

- **Overseer(s)** – One or two people to oversee each member's work to assist them and keep them on task, bridge communication and make sure deadlines are met. Once a charity is identified and researched, the overseers need to develop a timeline with committee members and make sure that all tasks are identified and understood. Record all processes and expenses and store notes and other documents for future reference. The charity will probably send a thank you letter which should be given to the overseer(s) for recording.
- **Charity Liaison** – Someone to work with the charity: Each charity has specific needs and instructions. For your effort to be appreciated, make sure the following information is understood before beginning to collect the toiletries. What exactly do they need? When do they need the donations? How do they require donations to be packaged? What is their address for mailing or dropping off? Determine with the charity and committee if the donations will be brought to the charity or mailed. Consider photo opportunities if appropriate.
- **Event Promoter** – Someone to research the charity and promote the reason for the collection of donations. Posters should be created that highlight the charity and the work it does, who it benefits and also describe what specific donations are needed and where the drop-boxes are located. The event promoter is expected to use email, social media and classroom visits to talk-up the event in order to enhance awareness and encourage donations.
- **Event Collector** – Someone to create donation drop-boxes around campus and check them regularly. Place your own donations in each box to get the ball rolling. Do not empty the boxes but allow the contents to accumulate in order to encourage others to contribute if appropriate. Consider working with the event promoter to develop a contest where each box is assigned to a particular group of students (i.e., by major or by year) to bring in a competitive element.

REFERENCES/WEBSITES:

How to Donate to a Women's Shelter | eHow.com

ehow.com/how_4452793_donate-womens-shelter.html#ixzz1jMgl9u5c

Easy Benefit Fundraising

BiddingForGood.com

CARE PACKAGES FOR SOLIDERS

This is a project to assemble and send care packages to armed services members from your own community, who are currently deployed overseas. There is a need to show appreciation to those from our own communities who are serving to defend our country and democracy abroad. Many times, important items of hygiene, snacks and messages from home are missing from their daily lives. This is a personal project, meant to provide “back home” comfort.

ORGANIZATIONS TO RESEARCH:

In order to send packages specifically to servicemen and women from your community, visit your local veteran’s office for a list of names and addresses. Since they will all have APO or FPO addresses, postage will be at reduced domestic rates. You can also use personal contacts such as your church or school, to obtain a list.

If you want to send care packages without specific names, go to Anysoldier.com for general instructions. This website can facilitate making sure that your gifts are received appropriately.

HOW-TO:

- **Form a committee to obtain the donations needed:** gift box items, packaging and mailing. The Society requires that any money donated to offset the cost of mailing and supplies be donated directly to the chapter and not to the charity. Please keep accurate records regarding any such donations so that they may be included in the chapter’s annual IRS Form 990 - a required tax filing. In addition, any mailing, leaflet or advertisement (including online advertisements) which encourages the collection of money for such purposes, must conspicuously display the following IRS mandated disclaimer at the point of collection and on any receipt given to any donor:

“Contributions or gifts to the [insert name of chapter] of the American Society of Interior Designers are not deductible as charitable contributions for Federal income tax purposes.”

The project becomes fun when several of you are manning the donations centers, assembling the boxes and writing personal messages from your ASID Student Chapter.

Go to one or more local supermarkets and request permission to set up tables outside of their stores. You could also set up a donation table on campus, next to your student store. At these tables, volunteers will be asking customers to buy extra goods from a list provided. Those customers can then bring any goods they purchased back to the tables. Monetary donations will also be welcomed to pay for any needed goods or shipping charges. Make sure that you have a poster or banner at the tables indicating that you are an ASID Student Chapter, and name the project. Here is an opportunity to be creative. ASID has branding and poster templates you can use. <http://www.asid.org/content/asid-student-chapter-brand-materials-and-logos>

- **Think about the list of items you want to send:** Anysoldier.com has suggestions, and you can think about your own ideas as well. You might want to include a special item that comes from your community. Perhaps there is a candy store or a special cookie place that everyone loves in your town. You could have a pile of postcards from your town, or note cards, and ask people to write a special “hello” and “thank you” message. Is there a local magazine?

SUGGESTIONS TO INCLUDE

Q-Tips	Toothbrush
Razors	Small bags of chips, popcorn, nuts and other snacks
Mouthwash (travel size)	Candy (no chocolate or anything that would melt)
Soap (travel size)	Other non-perishable snacks
Shampoo (travel size)	Magazines
Baby Wipes (travel size)	Books
Deodorant (travel size)	Water flavor packets (Crystal Light, Gatorade, etc.)
Feminine hygiene products	Playing cards
Phone cards	Nerf footballs
Laundry detergent	

- **Set up the tables as described above, and gather the goods for the care packages.** These items would then be brought to a location where they can be stored until the next step is put into place. You can supplement the goods gathered at the supermarkets with any surplus goods located at the Office of Veterans’ Services.
 - **Pack the care packages** being sent to the troops, including the goods gathered at the supermarkets, and any other items (letters, etc) that the troops would appreciate. The easiest box to use is the 12” by 12” by 5.5” size.
 - **Ship the care packages to the troops.** This can be done through the U.S. Postal Service and paid for with the donations gathered outside of the supermarkets. The average price to ship a care package is about \$15. If donations from the supermarket customers do not cover the costs, ask local businesses, or ASID Industry Partners, with ties to the military/veterans for support.
 - **Keep a record of the donations received and the costs incurred.** Then write up your experience for ACCESS! Take pictures of students at the tables and at your “packaging party.” If any of the donors want to be photographed, that’s great too. Another great photo is of the pile of boxes, ready to go, at the post office. Documenting your community service project not only helps those served, it also helps the community get to know the ASID student members. Publicity helps your chapter and helps create a positive image of the profession and the Society.
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Design Ignites Change

Design Ignites Change is a worldstudio program which supports designers and architects who want to make a difference. There are multiple ways your ASID student chapter can benefit from working with Design Ignites Change.

SCHOOL: BY DESIGN

A program to give youth in underserved communities a real-world experience in using design thinking to communicate their ideas, exhibit their potential and take action in their own lives! For this initiative, mentoring teams will examine the school ecosystem from the student's vantage point to reimagine a more sustainable school, one that will improve now and continue to grow and thrive in the future. The project will connect students to a subject they know well, and one in which they are likely to have strong opinions. designigniteschange.org/pages/36-join-us-school-by-design

CREATE! DON'T HATE

A youth mentoring initiative built around the theme of tolerance. For this initiative, students and their design mentors will create powerful public billboards that address the theme of tolerance in a variety of compelling and thought-provoking ways. The program is designed to give participating students the tools and guidance they need to create an impactful message which will have broad visibility within their community.

Along with empowering youth, the goals of the program are to publicly exhibit as many tolerance billboards as possible and to promote the participants and their work through the Design Ignites Change website and public relations campaign to demonstrate the power of design to ignite change. designigniteschange.org/pages/26-join-us-create-dont-hate

GET INSPIRATION!

View the Project Case Study webpage to study student-led community service projects that your ASID student chapter can implement & adjust or self-promote your own completed project! designigniteschange.org/projects

Design Ignites Change also has ways for your ASID student chapter to participate in competitions, awards and scholarships. Check out how your chapter can get noticed and rewarded today! designigniteschange.org/pages/48-students

REFERENCES/WEBSITES

Design Ignites Change
www.designigniteschange.org



If you have a best practice you'd like to share, please email emergingleaders@asid.org with the subject line "ASID Student Chapter Best Practice."

For more information about ASID or questions, please contact ASID Headquarters at customerservice@asid.org