

## **Inclusive Volunteering Family Day**

The Malta Council for the Voluntary Sector is participating in a European Project by the Centre for European Volunteering (CEV) the purpose of which is to support projects promoting inclusion and active citizenship of persons with a disability in the voluntary sector.

More information regarding the sub-grant can be found here: <https://maltacvs.org/vera-sub-grant-2024/>

M CVS is collaborating with Aġenzija Sapport to organise an inclusive volunteering event at a public family park this coming October. We will be hosting an open day of activities for Maltese families, the objective being to facilitate inclusive volunteering opportunities for persons with a disability throughout the coordination and implementation of the event.

Voluntary organisations who are interested in participating will be able to oversee various aspects of the open day including facilitating interactive workshops, provision of activities and/or selling of food or goods etc. The participating organisations will be assisted from volunteers with a disability who will support them throughout their various activities in preparation to the event and/or on the day. Participant voluntary organisations will, in turn, create numerous volunteering opportunities for individuals with disabilities whilst having the opportunity to connect with Maltese families attending the event.

M CVS will be investing in an extensive marketing campaign, targeting the participation of 300 to 400 persons. The participating voluntary organisations will have the opportunity to benefit from free exposure and promotion of the event, connect to the locals, network with other participating entities and possibly onboarding new volunteers.

Tentative date: 20<sup>th</sup> October 2024

Time: 10am – 4pm

### **Voluntary Organisation Participation**

Voluntary organisations will be able to participate in the various parts of the project while onboarding a number of volunteers provided by Aġenzija Sapport throughout the event. Below are further details regarding the several participation opportunities and relevant logistical and organisational details.

- 1) Market Area
- 2) Food Vendors / Food Truck
- 3) Children's Entertainment
- 4) Workshops and Activities for the public
- 5) Performances or Art and Culture Shows

#### **1) Market area**

The market area will have a bazaar-like setting where organisations involved will be able to primarily sell goods whilst also promoting themselves to the public. Voluntary organisations can participate in the market area to sell hand-made goods, food, artisanal products etc. and promote their entity and services.

Those VOs who wish to sell food items in the market can either bring pre-made food such as cupcakes, ftiras, etc or bring small equipment such as popcorn machine or candy floss machine which are considered safe for a tented area. Fryers, ovens and grills are not permitted in the market area, and are to refer to the Food Vendor/ Food Truck Section (point 2) in this document.

VOs will be asked to bring their own decorations, table covers, banners etc. to decorate their area during the event.

Interested organisations must;

- Be accountable for all monetary transactions conducted at their booth.
- Be present for the full duration of the event.

- MCVS will be providing tables, chairs, electricity, and shelter to the participating organisations.
- Aġenzija Sapport Volunteers will be present to assist the VOs in the market area.

## 2) **Food Vendors/ Food Trucks**

Voluntary organisations equipped with a mobile kitchen, or a food truck may sell food and drinks at the event.

Interested organisations must;

- Bring their own equipment, set-up, fire resistant-shelter if applicable, power supply, food and drinks etc.
- Be accountable for any health and safety measures.
- Be accountable for all monetary transactions conducted at their booth.
- Be present for the full duration of the event.

- MCVS will provide an accessible space for food vendors or food trucks to set-up

## 3) **Children's Entertainment**

MCVS will be setting up a kids area given that this event is primarily targeted towards families.

Voluntary organisations can participate in the kids section by providing activities such as arts and crafts, balloon modelling, face painting, games, etc. VOs can list down multiple activities and games they wish to provide.

Activities such as puppet shows or storytelling which require a dedicated time slot, are considered *Workshops and Activities for the public or Performances or Art and Culture shows*, please refer to (point 4 and 5) of this document.

Interested organisations must;

- Bring their own supplies

- Be accountable for all monetary transactions conducted at their booth.  
*We recommend prices for children's activities are kept low or by donation basis.*
- Be present for the full duration of the event.
- Offer one or more voluntary positions for volunteers to help during the children's activities.
  - MCVS will be providing tables, chairs, electricity, and shelter to the participating organisations.
  - Aġenzija Support Volunteers will be present to assist the VOs with children's entertainment.

#### 4) **Workshops and Activities for the public**

Voluntary Organisations can carry out workshops, demonstrations or activities showcasing services or processes conducted by their organisation. VOs will have available timeslots of 30 minutes to one hour to deliver their workshop or activities.

A voluntary organisation may submit multiple applications to propose several workshops and activities. A voluntary organisation is free to partner up with other voluntary or private entities to deliver a proposed workshop or activity.

MCVS will be funding the workshops and activities (up to a certain designated amount which will be determined once all applications are received) to cover costs incurred to the voluntary organisations participating in this section. Please keep in mind that our activity budget is limited and needs to be distributed amongst all VOs participating in this section and the following, hence we ask you to be mindful when submitting your quotations and costings.

Workshops and activities for the public may pertain to the following subjects and more;

- Gardening, nature, environmental themes, agriculture, animal workshop
- Cooking, seasonal cooking, processing of food
- Artisanal demonstration, art activities, creative workshops
- Children's activities, read with me session, puppet show etc
- Sports activities, health and disability workshop
- Other

Interested organisations must;

- Bring their own equipment for the workshop.
- Be accountable for any health and safety measures necessary.
- Offer one or more voluntary positions for volunteers to help during the workshops.
  - MCVS will be providing tables, chairs, electricity, and shelter to the participating organisations.
  - MCVS will be covering costs for materials or services of the proposed workshops.
  - Aġenzija Support volunteers will participating and assisting VOs in the workshops.

5) **Performances or Art and Culture shows**

Voluntary Organisations can participate in the project by putting up a performance or a show with persons with a disability. Voluntary organisations have the option to welcome new members from Aġenzija Sapport, integrating them alongside their existing members to create a performance or show. Alternatively, a voluntary organisation can choose to directly coach a select number of Aġenzija Sapport users, creating a new group and a new performance specifically for this event.

Voluntary Organisations who wish to conduct a performance or show can have a time slot of up to 30 minutes at one time. Interested VOs must be ready to meet with the Aġenzija Sapport members to rehearse, practice or prepare for the performances.

A voluntary organisation may submit multiple applications to propose shows and performances. A voluntary organisation is free to partner up with other voluntary or private entities to coach and mentor the participants to deliver a proposed show.

MCVS will be funding the performances or art and culture shows (up to a certain designated amount which will be determined once all applications are received) to cover costs of mentoring or other costs incurred to the voluntary organisations participating in this section. Please keep in mind that our activity budget is limited and needs to be distributed amongst all VOs participating in this section and the previous, hence we ask you to be mindful when submitting your quotations and costings.

These shows may pertain to the following subjects and more: dance/art/music/theatre, puppet, choir/band performances etc.

Interested organisations must;

- Bring their own props, costumes and/or material for the performances.
- Be accountable for any health and safety measures necessary.
- Offer multiple positions in the performance/ show to Aġenzija Sapport users.
- Allocate time prior to the event for rehearsal or practice in preparation for the show.
- Coordinate necessary rehearsal or practice in preparation for the show with Aġenzija Sapport users.

- MCVS will be providing a space for the show, PA system and mics.
- MCVS will be covering costs for materials or coaching services of the proposed performances.
- MCVS will be providing their premises for those VOs who do not have a space to rehearse or prepare for the show.
- Aġenzija Sapport will be providing participants to take part in the show or performance.

**Additional information**

Volunteer Centre, 181, Melita Street, Valletta VLT 1129, Malta

Tel: +(356) 2248 1110 • Email: [m cvs.miv@gov.mt](mailto:m cvs.miv@gov.mt)

Web: [www.maltacvs.org](http://www.maltacvs.org)

➤ **Inclusive aspect**

The integration of individuals with a disability in all aspects of the project is of utmost importance. Voluntary organisations interested in participating in the project must be ready to integrate Aġenzija Support volunteers throughout their activity at the family day.

➤ **Budgeting aspect**

MCVS intends to include as many voluntary organisations as possible within this project in order to support several entities to create outreach, raise funds, showcase their services and connect with the public. In order for us to involve numerous voluntary organisations we will have to choose workshops and activities which are financially viable.

We ask you to be mindful in your costings when submitting your proposals and quotations for workshops (point 4) or performances (point 5). Our priority is to give participation space to as many VOs as possible throughout the family day, and cover the costs VOs incurred for their services, hence high costing workshops and activities will not be considered since these will automatically limit the number of VOs participating.

➤ **Participation in the project**

Voluntary organisations can apply to take part in multiple sections of the project. Ex a VO may choose to have a stall at the market, as well as take part in the kids area. VOs can also approach MCVS and propose their own ideas and requirements which might not specifically fit in the specified categories outlined in points 1 to 5.

➤ **Marketing aspect**

In order to ensure a successful event, MCVS will be investing in an extensive marketing campaign to ensure participation of Maltese families and locals. The participating voluntary organisations will be benefitting from the marketing of the event through online social media exposure and other marketing mediums. The participating VOs will be asked to collaborate effectively when asked for photos for social media and other information to help us have a successful campaign throughout the preparation of the project.

➤ **Expectations from participating voluntary organisations**

- VOs will be asked to sign an agreement of understanding once their participation has been confirmed.
- VOs are expected to collaborate with MCVS through effective communication in preparation for the event.
- VOs who are onboarding or working directly with Aġenzija Support users are expected to be proactive in the coordination of rehearsals, performances and preparation of workshops.
- VOs are expected to come to the location of the event to set-up any equipment at the indicated time by MCVS.

- VOs and their members are asked to conduct themselves appropriately with members of the public and with the Aġenzija Support Users throughout the entirety of the project.
- **Support throughout the project**
- VOs can reach out to MCVS for help and support in regard to the activities, workshops as well as logistical aspects of the project.
- VOs can reach out to MCVS and Aġenzija Support for support in relation to coordination and collaboration with the volunteers and Aġenzija Support users throughout the project.

Please find link to register your participation in the project below: <https://forms.gle/qjmMt7dZumWnCVsj8>

Submission deadline – **Friday 28<sup>th</sup> June – noon.**

For more information or queries please contact the Volunteer Support team on [volunteer@maltacvs.org](mailto:volunteer@maltacvs.org)

**Your collaboration is crucial for the success of our volunteering initiative!  
Participate!**