



## How-to Guide for Non Sibi Project Leaders

### Welcome!

If you're like us, the spirit of Non Sibi is a defining feature of your Andover education. Every year, hundreds of Andover alumni around the world take part in local Non Sibi events. If you've ever thought about organizing your own event, this guide is for you.

Organizing a Non Sibi event is a great way to bring together old and new friends to make a difference in your community and have fun doing it. It's also easier than you might think.

- 1 Pick a project.** People organize all kinds of projects—from the environment, to education, to health and wellness. Your first step is to reach out to an organization and pick a date. We recommend selecting a date 2-3 months out. Having trouble drafting an email? Check out our [organization email outreach template!](#)
- 2 Let us know what you've got in mind.** Send an email to Olivia Cristaldi Lacasse ([olacasse@andover.edu](mailto:olacasse@andover.edu)) from the Office of Alumni Engagement (OAE) with the day, location, time, preferred number of volunteers and a short description of the project and organization. Some projects require that participants sign a waiver in advance, let us know if yours does!
- 3 Spread the word.** We'll add your event to alumni calendars and emails, but you should also plan to reach out to folks in your community. If you live within a region with an official alumni regional leadership team (RLT), the Office of Alumni Engagement will connect with the RLT for their promotion efforts. Not sure if you're in an RLT region? No worries – connect with Olivia to find out!
- 4 Check your numbers.** A few weeks before your event, OAE will be in touch with the preliminary number of folks who have registered for your event. If you need more folks, go back to step 3!
- 5 Check your mail.** The week of your event, you'll receive a package with a list of attendees, nametags and our cool new Non Sibi pins. As a project leader you'll also get a nifty t-shirt to wear. The Office of Alumni Engagement will send a reminder to all registered participants.
- 6 Run your project.** In your event package, you'll receive a checklist for running the event. In addition, make sure you know any guidelines from the host organization before your event day.
- 7 Final Check-in!** Let OAE know who participated in the project and send photos of the day. Coordinate a post-event thank you that includes the link to a survey.

Have any questions? Check out our handy [FAQs](#) or send us an [email](#).



## **Socially Distanced Non Sibi Project Ideas**

### **How are socially distanced Non Sibi Projects different from in-person Non Sibi Projects I've done before?**

A virtual Non Sibi project is different from an in-person Non Sibi project in just two ways:

1. You may need to schedule a Zoom session
2. You'll need to use a socially distanced project concept (see some ideas below)

Other than that, the above guide is still 100% applicable! So don't be shy to dive in and try a bold new project!

### **Your Past Project Partners / Organizations You Already Support**

Many of the organizations we have partnered with in the past still need help. You probably are also involved with an organization that could use some support. Reach out to an organization you've worked with and ask how you can organize a group to lend a hand! Check out our [organization email outreach template](#) if you're getting stuck drafting something!

### **Care Packages**

Order a few items to your home, then get on Zoom for a package making party!

[Birthday Boxes](#), [Soldiers Angels](#)

### **Letter Writing**

There are a lot of people who appreciate a written letter in their lives!

[Letters Against](#), [Operation Gratitude](#)

### **Virtual Food / Supply Drives**

Organizing a virtual food or supply (ex. school supplies, winter coats) drive can be a great way to contribute locally or across great distances. For local drives, identify a local food bank or organization and encourage nearby alumni to donate items during a set period (by a specific day/week/weekend).

### **Blood Drives**

Hospitals still need blood and platelets! This concept is in-person, so make sure you partner with a reputable donation service and confirm that they are enforcing social distancing guidelines.

[Red Cross Blood Services](#)

### **Many more ideas await!**

[Boston Cares](#), [Easy Ways to Volunteer from Home](#), [Volunteer from Home Opportunities that Writers and Creatives Will Love](#)



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## **Non Sibi Organization Email Outreach Template**

Interested in setting up a *non sibi* project, but struggling with how to start? We've drafted an email outreach template for reaching out to organizations you are interested in working with! Feel free to make this your own!

Dear [ORGANIZATION NAME],

Your organization does wonderful work for our community. Do you have the need or structure for group volunteer opportunities? I [ATTEND/AM CONNECTED TO] Phillips Academy Andover, and one of the insignia's on our school's seal is *non sibi*, meaning not for self. This motto resonates deeply with me and I'd love to coordinate a "*non sibi* project" where Andover community members in [REGION] can come together to support your organization and live out the *non sibi* value.



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## Non Sibi Project Frequently Asked Questions

### **Do Non Sibi events only happen on Non Sibi Weekend?**

No! Non Sibi Weekend happens each spring (this year, it will be on April 22-24) Many people feel inspired to organize events on or near Non Sibi Weekend, but any time of the year is a good time to get together for some community service work!

### **I'd like to organize an event, but I need help finding one—how can I get some inspiration?**

People organize Non Sibi events for organizations with all kinds of missions—environmental, educational, poverty/food insecurity focused, health and wellness, animal welfare and more. A good volunteer project generally requires a lot of hands for 2-3 hours, similar to the type of event an employer might organize. If you need help finding an organization, or even just a little inspiration, there are a number of sites we'd recommend checking out:

[Volunteer Match](#)

[Idealist.org](#)

[Network for Good](#)

[Points of Light](#)

[1-800-Volunteer](#)

### **Can we work with an organization I'm already involved with?**

Absolutely! In fact, we encourage people to lead projects with organizations or causes with which they're already connected—it's a great way to deepen that relationship and increase your impact. Ask the organization if they have group volunteer activities -- this can be an excellent way to seamlessly incorporate Non Sibi volunteers into the organization's regular programming.

### **Who can I contact with questions about leading a Non Sibi project?**

Feel free to reach out with any questions that arise as you plan your project. Email [Olivia Cristaldi Lacasse](#), Office of Alumni Engagement or [Michael Megalli '89, P'20](#) and [Tiffany Horne Noonan '99](#), Non Sibi Committee chairs.

### **What if things don't go as planned?**

If you need to cancel for any reason, including bad weather, please let [Olivia Cristaldi Lacasse](#) know and we will help you disseminate the information.

### **Can I receive funding from PA?**

Funding may be available on a case-by-case basis. Email us and let us know what you may have in mind.

Any other questions? Send us an [email](#) or call us at 978-749-4216 and we'll get back to you soon.



## Non Sibi Project Day-of Checklist

### Things to Bring

- List of registered attendees
- Name tags and Sharpie pen
- Non Sibi pins
- Your project lead T-Shirt
- Any snacks or supplies that you'll need

### Things to Do

- Take attendance/have folks sign in
- Welcome attendees, have all alums introduce themselves to each other including name & year, and give them an orientation for what you'll be doing (often your host organization will take care of this part)
- Take some pictures! We especially love one of the full group! If possible, post them on social media with popular Andover hashtags #NonSibi #andoverforlife #numbersafternames #GoBigBlue
- Have fun!

### Within a couple of days...

- Let OAE know who participated in the project and send photos of the day. Coordinate a post-event thank you that includes the link to a survey.

