



# **NEST & Volunteer Manual**

## **Introduction**

WINGS relies on volunteer “ambassadors” to share our mission with others. Volunteer support keeps overhead low and allows WINGS’ message to reach diverse demographic and geographic audiences. This manual is a guide for volunteers with a desire to promote WINGS within their local communities, as part of a “NEST” group or as individuals. The following information primarily pertains to NEST groups but is also relevant to individual volunteers.

Please let us know if you have questions about any of the content. We appreciate your support!

### **Manual Contents:**

- NEST Overview
- NEST Goals
- NEST Benefits
- NEST Structure
- Starting a NEST
- WINGS Support of NESTs

### **Appendices: NEST/Volunteer Resources:**

1. WINGS Key Contacts for Volunteers
2. WINGS Key Messages & Communications Guidelines
3. WINGS Event Planning Form
4. WINGS NEST Annual Planning Guide
5. WINGS Suggested Reading & Resource List

## **NEST Overview**

### **What is a NEST?**

NEST stands for Nurturing, Encouraging, Supporting and Telling, and a NEST is a regionally-based group of WINGS supporters who share a passion for WINGS’ mission and a desire to promote and generate support for the organization. While the NESTs’ primary purpose is to raise friends and funds for WINGS, NESTs also exist to foster

greater understanding about Guatemala and the role of reproductive health care and family planning services in poverty alleviation.

### **Why were NESTs established?**

NESTs are very important to WINGS' long-term stability. They allow WINGS to reach new supporters, raise vital funds to sustain programs, and educate the wider populace on the importance of reproductive health care and family planning in Guatemala.

NESTs keep Guatemala and its needs on people's minds!

### **What do NESTs do?**

NESTs share four primary goals; however, each group is encouraged to prioritize and clarify more specific goals and action plans, according to its members' personal interests and the unique context of the geographical region.

## **NEST Goals**

### **1. Raise Funds for WINGS**

Examples:

- Schedule individual coffee or lunch meetings with friends, colleagues and acquaintances to tell them about WINGS and why you, as a NEST member, support the organization
- Hold an auction raising funds for WINGS, offering volunteers' services and products from local businesses
- Host a Guatemalan-themed home gathering, sell Guatemalan handicrafts, and solicit donations
- Host a birthday party and ask for WINGS donations in lieu of gifts
- Organize a rummage or used book sale

### **2. Recruit new supporters to WINGS through contacts with individuals, businesses, foundations and community organizations (associations, faith communities, etc.)**

Examples:

- Invite friends to an afternoon tea in your home, show WINGS' DVD, facilitate discussion, obtain contact information from those interested in receiving WINGS' communications
- Speak to a religious leader about partnering with WINGS through financial support
- Make a presentation about Guatemala and WINGS to a community group you are involved with
- Forward a WINGS e-blast to your personal contacts who might be interested in our work

### 3. Raise awareness of WINGS and Guatemala within the wider community through events and forums (as agreed with NEST Coordinator)

Example:

- Host an informational booth or table at a university-sponsored non-profit fair
- Write an article about WINGS for your local newspaper (please run the article by us first to check for accuracy!)
- Organize a film screening showing a film related to Guatemala or sexual and reproductive health

### 4. Increase NEST members' understanding of Guatemala and reproductive health care and family planning's role in poverty alleviation

Examples:

- Select a book from our reading list to read together and host a group discussion
- As a group, attend a film or talk that relates to Guatemala or reproductive health

#### Examples of NEST activities:

- **Antigua** - Hosted a walkathon around Antigua to raise visibility, funds and new supporters
- **Bay Area** – Organized a gallery event to introduce WINGS to Guatemalan-American community and raise funds
- **San Diego** – Organized a happy hour event to recruit new WINGS supporters
- **Manhattan Beach** – Sent an appeal letter on behalf of WINGS to 200 friends and contacts

#### **NEST Benefits**

There are many benefits of participating in a NEST.

**Social** - NEST membership provides social opportunities with like-minded people who want to make a difference, often have links with Guatemala or feel strongly about the role of family planning in poverty reduction and women's rights. NESTS often organize and/or attend events together that relate to Guatemala and reproductive health.

**Educational** - Through NESTs, members have a direct line to WINGS leadership, program developments, and the needs and priorities of a small, but vital, non-profit development organization. Members will increase their understanding of Guatemala, reproductive health and family planning, and wider development issues. NESTs are encouraged to select suitable events and reading materials to enhance their background knowledge.

**Experience** - NESTs provide opportunities for supporters to gain experience in event management, fundraising and, if applicable, public speaking. NEST members also gain increased understanding of how an international non-profit organization functions.

## NEST Structure

NESTs are run entirely by volunteers but are directly supported by a WINGS NEST Coordinator with regular guidance, communications and provision of WINGS resource materials such as newsletters, DVDs and program updates.

NESTs are encouraged to meet at least 3 times a year to keep current with program developments and to maintain momentum as they plan events or activities according to previously set goals.

On an annual basis, we recommend that each NEST select a **Chairperson** and **Secretary** to lead the group for the calendar year. Roles are outlined as follows:

### Chairperson

- Chairs NEST meetings
- Maintains contact with NEST members; schedules and promotes regular meetings
- Serves as the primary contact with the NEST Coordinator
- Keeps other NEST members informed of program developments
- Discerns the need for additional formal positions within the group, such as Treasurer, Event Coordinator etc. and organizes the voting procedure for such positions

### Secretary

- Takes meeting minutes and distributes to NEST members and NEST Coordinator

## Starting a NEST

If you are interested in starting a NEST, please contact our NEST Coordinator who will provide WINGS' resource materials and discuss an initial strategy.

We suggest hosting a small home gathering that draws from friends, acquaintances and like-minded people in your community. "Like-minded" people may be those who have been to Guatemala or have an interest in women's rights or reproductive health care. WINGS can contact other supporters in your area who might be interested to

participate and put you in touch with them if they agree to share their information. WINGS supporters may or may not be a natural pool from which to form a NEST. A past gift to WINGS or subscription to our mailing list doesn't necessarily indicate a desire to be part of a local community group. In our experience, we have found that the best recruits come from your personal network.

WINGS will provide our DVD and current program information to share at the initial meeting. You (or an appointed person) can facilitate a discussion that gives attendees an opportunity to share why they are interested in WINGS and possibly being involved in the NEST. Discussion moves into the purpose of NESTs and possible goals and activities for your group. A second meeting date could be pre-selected so that it can be promoted to those who wish to join the NEST and move forward with establishing goals.

### **WINGS Support of NESTs**

To assist NESTs in their annual goals, WINGS provides:

- **Staff Support** – WINGS has an appointed staff person who manages all communications with NESTs and provides administrative, resource and information support.
- **Material Support** – WINGS provides three newsletters per year to its supporters, and extra copies are available to NEST groups for their promotional activities. Additional brochures, DVDs, program summaries and other literature are available. WINGS handicrafts can also be used to generate funds when appropriate.
- **Regular 'NEST Updates'** – Quarterly electronic updates are provided to NEST members detailing the latest program developments, fundraising needs, organizational priorities, reports from other NESTs, and feedback on common issues and needs generated by NESTs.
- **Web tools** – WINGS has a "NEST Resources" section of its website, where you can download this manual as well as other NEST tools and materials.

For more information on NESTs, please contact us directly: [info@wingsguate.org](mailto:info@wingsguate.org)