

***PFLAG***

**GIVES  
BACK.** 



**A Guide to Chapter-Based  
Community Service Projects**



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**WELCOME!**

In 2015, PFLAG National launched **PFLAG Gives Back** as an integral part of our biennial convention, positioning the program as a way to support the community where we were holding our event. Then, in 2017, PFLAG convention volunteers completed do-it-yourself projects to support local nonprofit organizations. And in 2018, PFLAG staff continued the tradition of giving back through their participation in ReconstruyeQ, an effort to rebuild LGBTQ+ and ally homes in Puerto Rico following Hurricane Maria.

In 2019, at the PFLAG National Convention, members and attendees took part in the third convention-based PFLAG Gives Back event. And, thanks to the generous support of the Subaru of America Foundation, Inc., we're able to share this guide to PFLAG Gives Back events with you to develop volunteering events in your own community.


### **So now it's your turn!**

The tradition of PFLAG chapters giving back to the communities in which they live has always been part of our mission. We're offering this guide as a way for you to build on and expand this tradition by spearheading volunteer projects where you are based.

In this guide, you will find a collection of ideas and instructions for projects that will help your chapter give back in a way that is responsive to your community's needs while staying true to PFLAG's mission. You'll also find better practices, things to keep in mind, and tips for success.

It's our hope that this guide will provide support and great ideas for your community-based projects, and that we'll be able to expand our PFLAG Gives Back program, offering more organizing ideas and tips for success. But we need your help! Tell us about your PFLAG Gives Back projects so we can share more ideas and success stories to inspire even more people to participate. Send your stories and photos to PFLAG's Chapter Engagement team ([chapterservices@pflag.org](mailto:chapterservices@pflag.org)).

As always, thank you for all that you do to make the communities where you live more inclusive and supportive of people who are LGBTQ+, their families, and their allies.

Together, we're all #PFLAGProud! 

**BEFORE YOU START, BE SURE TO READ THIS  
TO SET YOUR CHAPTER UP FOR SUCCESS!**

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**GETTING  
STARTED**

**Ready to change the world – or at least your community?** Before you head out the door, take some time to strategize and ensure that you've got a plan (and budget) for your work.

- 1. Do your homework:** It is important to be sure that the organizations you're supporting have (or are) working toward LGBTQ+-inclusive programming and services. You can look up an organization's nondiscrimination policy to ensure that sexual orientation, gender identity, and gender expression are part of their policy. If you can't find an inclusive non-discrimination or diversity statement on an organization's website, consider reaching out to learn more about their internal policies. If their policies are not inclusive, you might focus your efforts elsewhere. Maybe think about how you might help them get the right policies in place. For example, you could share sample policies or offer a panel presentation for their employees through your chapter's speakers bureau.
- 2. Understand and be responsive to community needs:** Most organizations that accept material donations will have a list available on their website of what they can and cannot accept, as well as their most sought-after items. They may also have details about specific times and locations where donations can be received. Be sure that your project is aligned with the needs of organizations prior to starting your project. Not sure what an organization needs? Reach out to them and find out the best way for you to help.
- 3. Can't identify an organization?** Consider checking in with the organization that owns the space where your chapter meets to determine if they have any volunteer needs, projects to be completed, or upcoming donation drives that you can support.
- 4. Consider your timing carefully:** Some community needs are more keenly felt at different points throughout the year. For example, in communities where seasonal work is common, local food pantries often serve more families in the off-season, yet don't see increased levels of support because the need is less visible at those times. Or, you may find that youth-serving organizations have a strong need for school supplies in November or March, when donors

aren't thinking about the start of a new term. Around the winter holidays, many organizations have toy and gift drives or serve hot meals more often. Have a conversation with someone at the organization to see if there's a way that you can support them at their times of greatest need.

- 5. Craft a project plan and budget:** Depending on your project, it may be simple, or you may be going for something more detailed. But no matter what you're doing, develop an outline of what you'd like to do with key dates and deadlines, and create a budget to help meet your project needs. Be sure to share details about the project with chapter members, along with your timeline and any projected expenses. Be sure to update these documents as the project evolves so you have an accurate account of how the work happened that you can use for future event planning.
- 6. Be ready to represent PFLAG:** No matter what kind of project you're planning, make sure that members are ready to represent PFLAG while giving back to the community. Provide volunteers with PFLAG swag (including t-shirts, pins, stickers, etc.), prep them to talk about your chapter and how you serve the community, and be sure that at least one person is assigned to take pictures throughout the day. Those photos can be posted to social media, included in your chapter newsletter, or used as a part of a fundraising campaign! (And don't forget to share your photos with PFLAG National on social media using tags like #PFLAGGivesBack , #PFLAG, and #EqualityStartsWithMe.) ♥



## **CONCERNED ABOUT CHAPTER CAPACITY?**

**Don't let a sense that you don't have enough people shut down your PFLAG Gives Back project. There are ways to adapt projects no matter what the size of your chapter!**

If you're looking for ways to start giving back, you could begin by sharing information about donation drives, volunteer opportunities, or projects that your community partners are working on. Include information in e-mail communications, in your chapter newsletter, and on social media to engage members and increase interest in giving back to the community.

Still want to do a project with your chapter? Try one of the projects in this guide, but scale the project to a size that fits your group capacity. Or connect with a local community partner who might be hosting a volunteer opportunity and bring your PFLAG team to help.

**WANT AN EASY WAY TO GET STARTED? ANYONE CAN HELP COLLECT AND DONATE. START HERE!**

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## **DONATION DRIVES**

Donation drives are a simple way to allow chapters to give back to their community. They're also a great way to connect with other local organizations, build coalitions, and establish PFLAG as a trusted community resource.

### **Where could you go?**

If you are doing a donation drive, consider all the places that might need supplies. A few examples of organizations and typical needs include:

- ★ **Local food pantries:** Non-perishable food items (including spices and condiments), gift cards for local grocery stores, and fresh produce.
- ★ **Youth-serving organizations:** School supplies, art supplies, unused toys and games, new clothing (including socks and underwear), and shoes.
- ★ **Public and school libraries:** Multiple copies of LGBTQ+-inclusive titles for all ages.
- ★ **National/local diaper banks:** Diapers of all sizes ranging from newborn to pull-ups.
- ★ **Emergency housing:** Basic toiletries and personal hygiene supplies (including pads and tampons), gently used home goods, diapers, and toilet paper.
- ★ **Homeless shelters:** All the items listed above as well as blankets and bedding, first aid supplies, and leisure goods including games and electronics.
- ★ **Animal shelters:** Food and treats, kitty litter, water/food bowls, leashes, grooming tools, toys, towels, blankets, and cleaning supplies.
- ★ **Your meeting location:** Ask what kinds of supplies would be helpful to collect.



# PFLAG GIVES BACK

## DONATION DRIVES

### Working out the details:

No matter what you choose to collect, be sure to answer the following questions to ensure maximum participation:

1. **Are there ways to use the calendar to maximize your collection?** For example, you could use spring cleaning season to collect gently used clothing, or maybe focus on the end of summer to collect hotel toiletries from road trips and vacations. Have chapter members who do frequent business travel? Ask them to bring unused hotel toiletries back from their trips.
2. **How will details about the donation drive be communicated to your members?** Will you share details during meetings? Post to social media? Include in e-mail communications? Announce at monthly meetings?
3. **How long will you collect donations?** Think about giving people enough time to get the word out and contribute.
4. **Where will the donations be collected? Is the space secure?** Who will keep track and/or collect from donation sites?
5. **Who will be responsible for delivering the donations to the organization that you've selected?** Be sure that you arrange a delivery time with recipient organizations.
6. **What can you do to be sure that the organization receiving your donation knows about PFLAG, your chapter, and the support and services that you offer?** Is there any chapter literature you can include? (Or consider leaving behind a PFLAG Gives Back card that you can purchase at the PFLAG Bookstore.)
7. **Does your chapter need a receipt or acknowledgment for tax or year-end reporting?** Be sure you have your paperwork in order. ♥



[pflag.org/shop](https://pflag.org/shop)

## HOW WILL YOU SHOW YOUR PFLAG PRIDE?

T-shirts? Tank tops? Sweatshirts? Hoodies? Tote bags? Phone cases? Coffee mugs?

No matter how you want to show your PFLAG pride, the PFLAG Shop has the products to help you do it with style.

Your purchases help support PFLAG's life-saving work and make showing people that you're #PFLAGproud simple.

**WANT TO GET OUT OF YOUR CHAPTER MEETINGS AND INTO THE COMMUNITY? THIS IS FOR YOU!**

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# ON-SITE VOLUNTEER EVENTS

Out of your chapter meeting and into your community! On-site volunteer projects for groups are a great way to connect with important organizations, get visibility for your chapter, and create a space for people to work together in a new way.

Not sure where to start? We've got suggestions.

### **On-Site Project Examples:**

- ✦ Preparing and serving a meal at a local homeless shelter
- ✦ Sorting, organizing, and distributing food at a local food pantry
- ✦ Helping clean cages and feed animals at a local animal shelter
- ✦ Serving as youth mentors for a partner organization
- ✦ Reading to students as part of school literacy days
- ✦ Acting as course marshals at a fun run, 5K, or marathon
- ✦ Supporting a partner organization's conference or event
- ✦ Participating in and/or hosting fun run, softball tournament, or charity walk
- ✦ Building maintenance and beautification projects such as painting or gardening
- ✦ Maintaining local parks, trails, and community gardens
- ✦ Participating in a river or waterway cleanup day
- ✦ Cleaning up after a community event or parade
- ✦ Adopting and maintaining a highway or bus stop
- ✦ Participating in a home build

# ON-SITE VOLUNTEER EVENTS

## Working Out the Details:

On-site projects are a great way for your chapter to demonstrate your commitment to serving your whole community, as well as meaningfully connect with coalition partners.

Considering an on-site volunteer projects for groups? Here are a few things to keep in mind:

- 1. You may need to reach out to more than one organization to find the right fit.** Some organizations won't have volunteer projects for groups available. Don't get discouraged.
- 2. Check qualifications.** Organizations—especially those that work with youth—may require a volunteer application, background check, and/or volunteer training before your group can participate.
- 3. Consider a donation, too.** If you have a very large group (10 or more volunteers) consider making a small monetary donation to account for staff time, supplies, and other expenses associated with hosting a group.
- 4. Think long-term.** Consider volunteer projects for groups that can become long-term opportunities and relationship builders (e.g., PFLAG volunteers prepare and serve a meal on the third Thursday of every month).
- 5. Share day-of-logistics in advance.** For example, your group may want to meet up and travel together, you may need to pack lunch or snacks, folks should know what to wear, etc.
- 6. Speaking of what to wear...don't forget your PFLAG swag!** Encourage volunteers to wear their PFLAG shirts, pins, etc. as a way to create visibility and start conversations. Help prep your volunteer team by making sure they can give a few quick points about your chapter and its work so they're ready to chat if someone asks. Interested in what's available? Visit [pflag.org/shop](https://pflag.org/shop) and click on "Go to the Official PFLAG Apparel Store". ♥

# FEELING CRAFTY? WANT TO SHOW OFF YOUR CREATIVE SKILLS? DIY PROJECTS ARE FOR YOU!

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## DO-IT-YOURSELF (DIY) PROJECTS

Do-it-yourself (DIY) projects for local nonprofit organizations are a great way to help chapter members feel more involved and connected to the cause they are supporting. They can also be a meaningful team building activity for your chapter or a great way to include coalition partners in your work.

### DIY Project Examples:

- ★ **Project:** Create cat toys

**To benefit:** Local animal shelter

**Supplies needed:** Toddler socks, polyester fill, catnip

*See page 12 for the project instruction sheet.*

- ★ **Project:** Create dog toys

**To benefit:** Local animal shelter

**Supplies needed:** Used t-shirts, scissors

*See page 13 for the project instruction sheet.*

- ★ **Project:** No-bake dog treats

**To benefit:** Local animal shelter

**Supplies needed:** Mixing bowls, spoons, measuring cups, plastic gloves, cookie sheets, parchment paper, zip lock bags, permanent markers, and ingredients

*See page 14 for the project instruction sheet.*

- ★ **Project:** Hygiene kits

**To benefit:** Local shelters that serve people escaping violence or experiencing homelessness

**Supplies needed:** Shampoo, conditioner, soap, toothpaste, toothbrush, comb, washcloth, deodorant, facewash, shaving cream, tampons, sanitary napkins, hair ties/clips, gallon-sized zipper lock storage bags, permanent markers

*See page 16 for the project instruction sheet.*

- ★ **Project:** First responder thank you kits

**To benefit:** Local fire station

**Supplies needed:** Candy bags and twist ties, thank you sheets, scissors, candy

*See page 18 for the project instruction sheet.*

- ★ **Project:** Notes of support for LGBTQ+ youth

**To benefit:** Youth drop-in center/shelter

**Supplies needed:** Blank cards or stationery, pens or markers, stickers and art supplies (e.g., stickers, glitter pens, etc.)

*See page 20 for the project instruction sheet.*

## DO IT YOURSELF (DIY) PROJECTS

This is by no means a comprehensive list of do-it-yourself projects that your chapter could organize to support organizations in your community. Get creative!

- ★ **Do you crochet or knit?** Local hospitals often accept baby blanket donations.
- ★ **Looking for a way to give back at Pride festivities in town?** Make rainbow dog booties to distribute or set up a food and water station at your booth.

### Working Out the Details:

If you're thinking about planning a DIY event for your chapter, consider the following:

1. Could you build a DIY project into one of your already scheduled chapter meetings?
2. There are costs associated with purchasing supplies. This could be a fundraising or sponsorship opportunity for your chapter.
3. You will need day-of support from other chapter members for set up, project

- ★ **Love books?** Help out a local preschool or grammar school by collecting gently used children's books and spending time together cleaning the covers, removing scribbles, and taping torn pages.
- ★ **Want to show support for veterans?** Place American flags on graves at national and state veteran's cemeteries.

The possibilities are endless! Look at your community needs to help identify a great project.

support, and clean up. This is a great opportunity to learn a lot about your team and to grow together.

4. DIY events should be fun! Play music, provide snacks, encourage folks to get to know each other better as they work.
5. Be sure that you know—in advance—where, when, and how the products that you create can be delivered to the organization you're supporting. ♥

# DIY INSTRUCTIONS: CAT TOYS

## **MATERIALS NEEDED:**

- ★ Toddler crew socks
- ★ Polyester fill
- ★ Catnip
- ★ Plastic bowls
- ★ Bins for completed items
- ★ Instruction sheets

## **Getting Started:**

- ★ Organize materials so that as many individual stations as possible can be created.
- ★ Remind folks that they will all be responsible for cleaning up the space, so be as neat as possible.

## **Cutting Station Instructions:**

- ★ Take a handful of polyester fill from bag
- ★ Roll a handful of the fiber in catnip
- ★ Stuff it in the sock
- ★ Tie the sock cuff into a knot
- ★ Take finished toys to the designated area
- ★ Repeat until materials are gone!

# DIY INSTRUCTIONS: DOG TOYS

## MATERIALS NEEDED:

- \* Scissors
- \* Donated t-shirts
- \* Bins for completed items
- \* Instruction sheets

## Getting Started:

- \* Set up cutting station, braiding station, and an area to place completed toys.
- \* Work together to determine who will be responsible for each station.
- \* Remind folks that they will all be responsible for cleaning up the space, so be as neat as possible.

## Cutting Station Instructions:

- \* Cut t-shirts into two-inch wide strips
- \* Take cut strips to braiding station
- \* Repeat until materials are gone!

## Braiding Station Instructions:

- \* Take three (or more) strips
- \* Tie strips in tight knot at one end
- \* Braid pieces tightly
- \* Tie tight knot at other end

# DIY INSTRUCTIONS: NO-BAKE DOG TREATS

## MATERIALS NEEDED:

- ★ Mixing bowls
- ★ Mixing spoons
- ★ Measuring cups & spoons
- ★ Plastic gloves
- ★ Cookie sheets
- ★ Parchment paper
- ★ Canned pumpkin
- ★ Peanut butter
- ★ Oatmeal
- ★ Cinnamon
- ★ Zipper lock storage bags
- ★ Permanent marker
- ★ Bins for completed items
- ★ Instruction sheets

## Getting Started:

- ★ Set up mixing station, rolling station, and an area to place completed packages.
- ★ Work together to determine who will be responsible for each station.
- ★ Remind folks that they will all be responsible for cleaning up the space, so be as neat as possible.

## Prep Station Instructions:

- ★ Line baking sheets with parchment paper
- ★ Take lined baking sheets to rolling station
- ★ Neatly print the date and type of treat on zipper lock storage bags with a permanent marker
- ★ Allow finished treats to rest for 20-30 minutes before placing them in prepared zipper lock storage bags
- ★ Take completed packages to the designated area
- ★ Repeat until materials are gone!

*(Instructions continue on page 15)*



# DIY INSTRUCTIONS: NO-BAKE DOG TREATS

## Mixing Station Instructions for Peanut Butter & Pumpkin Treats:

- ✓ ½ cup peanut butter
  - ✓ 1 cup canned pumpkin
  - ✓ 1 teaspoon cinnamon
  - ✓ 2 ½ cups oats
- ✦ In a bowl, combine peanut butter, pumpkin, and cinnamon
  - ✦ Stir well to combine
  - ✦ Add the oats to the pumpkin mixture
  - ✦ Mix well
  - ✦ If the consistency seems too wet, add a pinch more oats
  - ✦ Take mixed batter to the rolling station
  - ✦ Repeat until materials are gone!

## Rolling Station Instructions:

- ✦ Using your hands, roll the mixture into ½-inch balls
- ✦ Place ½-inch balls on prepared baking sheet
- ✦ Take full baking sheets to the prep station
- ✦ Do the same until no more batter remains
- ✦ Repeat until materials are gone!

# DIY INSTRUCTIONS: EVACUATION HYGIENE KITS

## **MATERIALS NEEDED:**

- ★ Gallon-sized zipper lock storage bags
- ★ Permanent markers
- ★ Shampoo
- ★ Conditioner
- ★ Soap
- ★ Toothpaste
- ★ Toothbrushes
- ★ Combs
- ★ Washcloths
- ★ Deodorant
- ★ Facewash
- ★ Shaving cream
- ★ Tampons
- ★ Sanitary napkins
- ★ Hair ties/clips
- ★ Bins for completed items
- ★ Instruction sheets

## **Getting Started:**

- ★ Set up prep station, assembly line, and an area to place completed packages.
- ★ Work together to determine who will be responsible for each station.

## **Prep Station Instructions:**

- ★ Write description (adult hygiene kit) and date on zipper lock storage bags
- ★ Take prepped bags to filling station
- ★ Repeat until materials are gone!

## **Filling Station Instructions:**

- ★ Put items in each bag
- ★ Close bag. Be sure check that it is completely closed
- ★ Take completed bag to the staging area

*(Instructions continue on page 17)*

# DIY INSTRUCTIONS: EVACUATION HYGIENE KITS

Each bag should include:

**1 each:**

- ★ Shampoo
- ★ Conditioner
- ★ Bar soap
- ★ Toothpaste
- ★ Toothbrush
- ★ Comb
- ★ Washcloth
- ★ Deodorant
- ★ Facewash
- ★ Shaving cream

**2-3 each:**

- ★ Razors
- ★ Tampons
- ★ Sanitary napkins
- ★ Hair ties/clips

**Be sure your projects show your #PFLAGpride!**

These kits are a great way to make sure that the community (and the people who receive these kits) know about PFLAG and the services it provides. Don't forget to include something in the packaging that gives them a way to connect.

Looking for ideas? Stickers are available in the PFLAG Store ([pflag.org/shop](https://pflag.org/shop)) or you can create your own using standard labels you can run through a home printer. Be sure to include the logo, website, and way to reach your chapter! (Not up for creating labels? Visit [pflag.org/pflaggivesback](https://pflag.org/pflaggivesback) to download a template.)



GET STICKERS LIKE THIS AT THE PFLAG STORE ONLINE...



OR BUY LABELS AND CREATE YOUR OWN DIY VERSION!



# DIY INSTRUCTIONS: FIRST RESPONDER THANK YOU KITS

## MATERIALS NEEDED:

- ★ Sandwich bags & twist ties (or zipper lock bags)
- ★ “Thank You” notes (*see p. 19*)
- ★ Life Savers
- ★ Starburst
- ★ Hershey’s Kisses
- ★ Bubble gum
- ★ Tootsie Rolls
- ★ Peppermint Patties
- ★ Snickers
- ★ Scissors
- ★ Bins for completed items
- ★ Instruction sheets

## Getting Started:

- ★ Set up prep station, filling station, and an area to place completed packages (make sure they are stored in a cool, dry place so nothing melts!).
- ★ Work together to determine who will be responsible for each station.

## Prep Station Instructions:

- ★ Cut thank you note printout to include in each bag (sample available on p. 19)
- ★ Insert printout so it is visible in each bag
- ★ Take prepped bags to filling station
- ★ Repeat until materials are gone!

## Filling Station Instructions:

- ★ Put specified quantity of each item in bag (*see page 19*)
- ★ Close bag with twist tie
- ★ Take completed bag to staging area

(Instructions continue on page 19)

# DIY INSTRUCTIONS: FIRST RESPONDER THANK YOU KITS

Each bag should include 2-3 pieces of:

- ★ Life Savers
- ★ Starburst
- ★ Peppermint Patty
- ★ Snickers
- ★ Hershey's Kisses
- ★ Bubble gum
- ★ Tootsie Rolls

Sample Thank You Note:

**PFLAG**  
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**Thank You First Responders!**

We appreciate all you do to keep our community safe.

Your friends at PFLAG *[fill in your chapter name]*

- ★ **Lifesavers**—To remind you of the many times you've been one.
- ★ **Starburst**—For that burst of energy you'll need.
- ★ **Hershey Kisses**—Because you deserve hugs and kisses for keeping people safe.
- ★ **Gum**—To help your unit stick together.
- ★ **Tootsie Rolls**—To help you roll with the punches.
- ★ **Peppermint Patties**—To help you keep your cool.
- ★ **Snickers**—To remind you to keep your sense of humor.



Like this sample thank you sheet?

Download and personalize one for your project at [pflag.org/pflaggivesback](https://pflag.org/pflaggivesback).

# DIY INSTRUCTIONS: NOTES OF SUPPORT FOR LGBTQ+ YOUTH

## MATERIALS NEEDED:

- \* Greeting cards
- \* Envelopes
- \* Colored pens
- \* Stickers
- \* Crafting supplies (e.g., glitter, stamps, scrapbooking accessories)
- \* Scissors
- \* Bins for completed items
- \* Instruction sheets

## Getting Started:

- \* Set up materials in a way that is accessible to participants.
- \* Remind folks that they will all be responsible for cleaning up the space, so be as neat as possible.

## Prep Station Instructions:

- \* Write a supportive message of hope for a young person who is LGBTQ+ that may be experiencing homelessness or a crisis
- \* Use stickers and other crafting supplies to add a little extra love, care, and sparkle to the note
- \* Place finished letter into envelope
- \* Take finished letters to designated area
- \* Repeat until materials are gone!

# DIY INSTRUCTIONS: BASIC FIRST AID KITS FOR DEMONSTRATORS

## MATERIALS NEEDED:

- \* Sandwich-sized zipper lock storage bags
- \* Permanent markers
- \* Chapter contact information
- \* 5-10 adhesive bandages (various sizes)
- \* 1-2 Gauze pads
- \* 1-2 antibiotic ointment packets
- \* 1-2 antiseptic wipes
- \* Ibuprofen
- \* Antihistamine
- \* Safety pins

## Getting Started:

- \* Set up prep station, assembly line, and an area to place completed packages.
- \* If creating first aid kits with others, work together to determine who will be responsible for each station.

## Prep Station Instructions:

- \* Write description (basic first aid kit) and date on zipper lock storage bags
- \* If using a PFLAG sticker or label, place on outside of bag
- \* Take prepped bags to filling station
- \* Repeat until materials are gone!

## Filling Station Instructions:

- \* Put items in each bag
- \* Close bag. Be sure to check that it is completely closed
- \* Take completed bag to the staging area

## Start Strong, End with a Message!

Know **in advance** where, when, and how the first aid kits can be delivered to individuals and organizations that are demonstrating in your community.

Don't forget to include something (e.g., business card or note) with details on how to connect with your PFLAG chapter. Demonstrators may have volunteer opportunities, calls to action, event details, and more that they'd like to share with your chapter. You'll never know who needs the services your chapter offers the community.

# DIY INSTRUCTIONS: REFRESH STATION FOR DEMONSTRATORS

## MATERIALS NEEDED:

- ★ Folding table and chairs
- ★ Chapter contact information
- ★ 2 trash cans to collect garbage and recycling
- ★ Cooler with ice
- ★ Poster board
- ★ Bottled water
- ★ Markers
- ★ Healthy snacks

## Getting Started:

- ★ Reach out to organizations and activists that are planning the demonstration to determine where it would be useful for your chapter to set up a refresh station.
- ★ If setting up a refresh with others, work together to determine who will be responsible for what.
- ★ Create signage in advance.

## Create Signage Instructions:

- ★ Use poster board and markers to create signage for your refresh station
- ★ Make sure your signage is legible (dark colors, large print letters)

## Day-Of Instructions:

- ★ Arrive on time at the site you coordinated with demonstration planners
- ★ Set-up your table and distribute water and snacks until you run out

## Start Strong, End with a Message!

Know **in advance** where, when, and how refresh stations can be set up to support individuals and organizations that are demonstrating in your community.

Don't forget to include something (e.g., business card or note) with details on how to connect with your PFLAG chapter. Demonstrators may have volunteer opportunities, calls to action, event details, and more that they'd like to share with your chapter. You'll never know who needs the services your chapter offers the community.



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## MY PFLAG GIVES BACK PROJECT NOTES

Use these pages to keep notes about your PFLAG Gives Back projects, ideas, and information. (Feel free to add you hopes and dreams, too.)

**PRO PFLAGer TIP:** Keep notes about what you've done here and pass them on when you have a leadership transition to make continuing this effort easier for new chapter leaders!

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MY PFLAG GIVES BACK PROJECT NOTES

***PFLAG Gives Back: A Guide to Chapter-Based Community Service Projects* is a publication of PFLAG National ©2020.**

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- ✦ Design Studio Practicum at the Robert Busch School of Design, Michael Graves College, Kean University for the creation of the PFLAG Gives Back logo

**About PFLAG:**

PFLAG is the first and largest organization for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) people, their parents and families, and allies. PFLAG has over 400 chapters and 200,000 members and supporters crossing multiple generations of families in major urban centers, small cities, and rural areas across America. This vast grassroots network is cultivated, resourced, and supported by the PFLAG National office (located in Washington, DC), the National Board of Directors, the Regional Directors Council, and our many advisory councils and boards. PFLAG is a nonprofit organization not affiliated with any political or religious institution.

PFLAG is committed to creating a world where diversity is celebrated and all people are respected, valued, and affirmed. To learn more, visit [pflag.org](http://pflag.org), like us on Facebook ([/pflag](https://www.facebook.com/pflag)), or follow us on Twitter ([@pflag](https://twitter.com/pflag)) or Instagram ([/pflag](https://www.instagram.com/pflag)).

**Our Vision:**

PFLAG envisions a world where diversity is celebrated and all people are respected, valued, and affirmed inclusive of their sexual orientation, gender identity, and gender expression.

**Our Mission:**

Our mission is to build on a foundation of loving families united with LGBTQ people and allies who support one another, and to educate ourselves and our communities to speak up as advocates until all hearts and minds respect, value and affirm LGBTQ people.

**Learn more about PFLAG by visiting [pflag.org](http://pflag.org) today.**



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