



# Armenian Education Relief Fund Alpha Epsilon Omega Foundation



## Volunteer Instructions

Dear Volunteer:

Thank you for taking the time to help out this important cause. AERF has been donating backpacks for students in Armenia since 2006. The first year we had a backpack donation drive, we raised \$6,675 from 101 donors. This year goal is to raise \$10,000 to get backpack needy students in Armenia.

Your efforts are greatly appreciated.

A handwritten signature in black ink that reads 'Misak Zetilyan'.

**Misak Zetilyan**  
Vice President of Philanthropy  
Alpha Epsilon Omega Foundation

### HOW TO PARTICIPATE

- Step 1:** Go to [www.alphaepsilonomega.org/foundation/aerf/backpacks](http://www.alphaepsilonomega.org/foundation/aerf/backpacks)
- Step 2:** Complete the [Volunteer Registration Form](#) to volunteer (link on left column of the website)
- Step 3:** Collect donations (preferred checks, also accepted cash and money orders)
- Step 4:** Fill out [Donation Receipt](#) and give to donors (not for those who donate online)
- Step 5:** Log donations on the [Donation Log](#) sheet (on back of this page)
- Step 6:** Input donations from the log on the [Donation Registration Form](#) (link on left column of the website)
- Step 7:** Get your donations to AERF before **May 10, 2013**
  - Option 1 - Provide packet to an AERF representative
  - Option 2 - Mail donations using the provided envelope along with the Donation Log
    - DO NOT SEND CASH IN THE MAIL
  - Option 3 – Contact AERF to schedule a pick-up: [aerf@alphaepsilonomega.org](mailto:aerf@alphaepsilonomega.org)

### WHATS IN THE PACKET

- AERF brochures, to pass out to potential donors
- About AERF and Backpacks for Kids Project Information handouts, to pass out to potential donors
- Receipts, to provide to each donor (REQUIRED)
- Envelope to send donations to AERF (DO NOT SEND CASH IN THE MAIL)
- Donation Log, to log every donation (REQUIRED)

### FREQUENTLY ASKED QUESTIONS

**Question:** I am out of materials, what should I do?

**Answer:** Go to the website (see above link) to print as many as you need or contact us directly.

**Question:** I have extra materials left, what should it do?

**Answer:** Please return them to your AERF representative or dispose of the materials.

**Question:** I can't get a hold of my AERF representative, what should it do?

**Answer:** Please contact AERF directly via email: [aerf@alphaepsilonomega.org](mailto:aerf@alphaepsilonomega.org)