

How-to Non Sibi Toolkit

November 2023



Created by the
NON SIBI COMMITTEE
OF ALUMNI COUNCIL



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 or participating in your own event, this guide is for you. **Non Sibi Weekend is April 19-21, 2024**, but you can lead a *non sibi* project, or participate in *non sibi* efforts anytime of the year either virtually or in person!

What you'll find here

How-to Guide for Non Sibi Project Leaders	2
Virtual and Distant Non Sibi Project Ideas	3
Non Sibi Project Frequently Asked Questions	4
Non Sibi Organization Email Outreach Template	5
Non Sibi Project Day-of Checklist	6
Other ways to participate!	7



How-to Guide for Non Sibi Project Leaders

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 Find an Organization.** Think of an organization you like or have worked with in the past. Struggling to think of anything? People organize all kinds of projects—from the environment, to education, to health and wellness. **Projects may include onsite, distant or virtual activities.** See the [Frequently Asked Questions](#) section of this document for more ways to find an organization.
- 2 Let us know what you've got in mind.** Send an email to Lori Paglia (lpaglia@andover.edu) from the Office of Alumni Engagement (OAE) to let us know what you have in mind. OAE can help determine potential dates that may work well based on other alumni events taking place on campus or in your area. Additionally, OAE can assist in determining suitable projects, whether virtual, distant, or onsite as an option.
- 3 Confirm your project.** Your next step is to reach out to your organization to see if they have any current projects that would lend itself to a volunteer group, or if they have interest working with a volunteer group. *Having trouble drafting an email?* Check out our [organization email outreach template!](#)
- 4 Finalize your project with OAE.** Send [Lori Paglia](#) the details for your non sibi project. Include information such as the day, location, time, preferred number of volunteers, along with a brief project and organization description. If your project requires participants to sign a waiver beforehand, please notify us.
- 5 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 [Lori Paglia](#) to find out!
- 6 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 4!
- 7 Check your mail.** The week of your event, you'll receive a package with a list of attendees, name tags 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.
- 8 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.
- 9 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, and share any project impact statements.



Virtual and Distant Non Sibi Project Ideas

How are virtual and distant 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](#)



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 19-21) 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:

Idealist.org
Points of Light
Volunteer Match

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 [Lori Paglia](#) Office of Alumni Engagement or [Garth Williams '97](#) and [Tiffany Horne Noonan '99](#), Non Sibi Committee co-chairs.

What if things don't go as planned?

If you need to cancel for any reason, including bad weather, please let [Lori Paglia](#) 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.



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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 [ATTENDED/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.



Non Sibi Project Day-of Checklist

Things to Bring

- List of registered attendees
- Name tags and Sharpie pen
- Non Sibi pins
- Your project leader 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.





Other ways to participate!

Leading a *non sibi* project is not for everyone – but there are so many other ways to share the *non sibi* spirit. Below are some guides on how to stay involved and engaged:

Join a project! – Check out our [events calendar](#) to find a project of interest to you! Scroll down to filter your search by selecting “Non Sibi” as the event subject!

Event Subject	
<input type="checkbox"/> Exhibitions	<input type="checkbox"/> Performances
<input type="checkbox"/> Speakers	<input type="checkbox"/> Special Events
<input type="checkbox"/> Workshops	<input checked="" type="checkbox"/> Non Sibi

Non Sibi Spotlight – Know of someone who is showing their *non sibi* spirit, or maybe an organization doing amazing work? We'd love to hear about what they – or you – are doing! Help us acknowledge and thank our amazing community by sharing details about their work in our [Non Sibi Spotlight Form](#).

Join our Facebook group – connect with like-minded community members to share inspiration, and more! Search for “Non Sibi for Life – Phillips Academy Andover” or [click here to request access](#).