

FOCUS

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A Herff Jones Impact Resource For Advisers

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JUNE FOCUS:

Summer Is A Great Time To Volunteer



During summer vacation is a great time for kids to volunteer and help others. Local charities and

community organizations are always looking for volunteers. It can be a project for your entire group or just individuals.

Some of the reasons to start volunteering include:

- To help others.
- To learn more about an activity or organization that interests you.
- To beat summer boredom. If you are sitting around the house complaining that you have nothing to do, volunteering in an activity that you enjoy can change your boredom to excitement and fulfillment.
- To gain a better perspective on life. There is no better way to understand your blessings than to help someone in need.
- To learn about others and meet lots of interesting People.

There are many volunteer opportunities in every community. Here are some places to look:

- Homeless shelters
- Nursing homes
- Children and youth councils
- United Way
- Animal rescue shelters
- Food banks
- Special Olympics
- Habitat for Humanity
- State and National Parks
- Literary programs
- Hospital
- Libraries
- Senior Citizen Centers
- Red Cross
- Environmental organizations

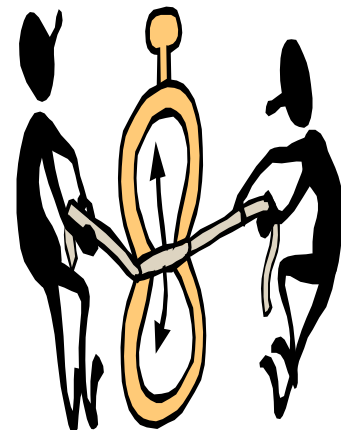
And the lists goes on and on!

Look in your phone book and online for even more opportunities to volunteer.

TOP TEN TIME WASTERS

Are you still searching for more minutes in every day? Do you feel that you are always running late? The top ten time wasters are:

1. Interruptions such as drop-in visitors, distractions, phone calls.
2. Getting involved in too many details.
3. Lack of objectives and priorities.
4. Meetings that could serve no purpose and never start on time.
5. Too much paperwork.
6. Leaving a task unfinished and jumping to the next one.
7. Attempting to do too much at one time. Never saying 'No';
8. Indecision and procrastination because you do not set deadlines;
9. Clutter and disorder;
10. Failure to do first things first.



This newsletter is a joint effort of Jackie Burch and Herff Jones, Inc.

TIME SAVERS

1. Keep a personal and professional calendar.
2. Evaluate present use of time.
3. Make a "To Do" list and use it. Mark which items must be completed today and which need to be done in the future.
4. Create an efficient work space without clutter.
5. Handle each piece of paper only once.
6. Break large projects into smaller ones and note when each section must be completed.
7. Group similar activities together such as time to return phone calls.
8. Protect your work time by shutting the door and turning on the answering machine.
9. Learn to delegate and decide what not to do.
10. Carry something to read or work on to make use of unexpected waiting time.

Remember.....Time is a resource and you make the decision on how to use it!



NAME TAGS

Here is another way to get kids mixed and acquainted.

Instructions:

1. Write your first name on your name tag.
2. Calculate the value of your name and record it under your name using the following points:
A= 1 cent, B= 2 cents, C= 3 cents and so on until Z= 26 cents.
3. Find 4 other people (adjust this according to the size of the group) with name values within 3 cents of your name. This is your group.
4. Find the average of the name values in your group.
5. Create a name for your group that equals the average value of your group.
6. Make a banner for your group.
7. Each group will present their banner to the entire group.

GRAPE TOSS

1. Divide into teams of about ten.
2. Each team gets into a circle and appoints one member to be the grape "tossler."
3. He/she gets a bag of grapes (or miniature marshmallows if you prefer) and stands in the center of the circle.
4. When the signal is given, he/she tosses a grape to each team member in the circle, one at a time, and the team member must catch the grape in his mouth.
5. The tosser cannot toss to the next player until a successful catch is made.
6. The first team to toss and catch all the way around the circle is the winner.
7. Do not pick up and toss grapes that have fallen to the ground.
8. Gloves should be provided to the tosser for sanitation purposes.

Summer begins June 21 -
Enjoy!

