



# Big-At-Heart BookSanta Project

## Frequently Asked Questions

For Donating, Collecting and Transporting books

### Collection Point Volunteers

- 1. What happens if I register as a volunteer for collection?**

The team will approve the list of volunteers as per island-wide locations once it has all the required registrations till 23rd November 2021. You will be informed of the further process once your name is approved.
- 2. How do I spread the message that I am the collection point for books donation?**

You may choose to post in your friends and condo/ locality groups about this initiative by sharing the text and poster from our [FB post](#) and let your friends know about this book donation drive.
- 3. Do I need to be vaccinated to become a volunteer?**

We encourage vaccinated individuals to register as volunteers, to avoid any health risk attached to unvaccinated individuals.
- 4. How can I conduct a contactless book collection in my house?**

We encourage you to conduct a contactless book collection by placing a box / bag outside your house door for collection.
- 5. Do I need to segregate and pack the books after collection?**

Yes you will have to segregate the books, pack and label the boxes as per the team's instructions.
- 6. Will I be compensated for the expenses incurred for collection and packing of books?**

We are unable to reimburse any expenses incurred.
- 7. What are the dates for book collection?**

The collection period will be from **November 25 to December 7, 2021**.
- 8. What should I do if I am under LOA / SHN / HRA/ HRW during the collection period?**

You can inform us (WhatsApp Pooja 90238685 or email [volunteer.bigatheart@gmail.com](mailto:volunteer.bigatheart@gmail.com)) and we will guide you on the next steps.

## Book Transportation Volunteers

1. **What happens if I register as a volunteer for dropping off the books?**

The team will approve the list of volunteers as per island-wide locations once it has all the required registrations till 23rd November 2021. You will be informed of the further process once your name is approved.

1. **Do I need to do a swab test if I am a volunteer?**

If you are driving to drop the books to the charities, you may be required to do a swab test as per their guidelines (if any). Our team will keep you apprised of the requirements.

2. **Is it necessary for me to have my own vehicle?**

It is not necessary for you to have your own vehicle. You may choose to deliver the boxes of books to charities by other means of transport like grab etc at your own expenses.

3. **Will I be compensated for the travel expenses incurred during delivery?**

We are unable to reimburse any expenses incurred for delivery.

4. **What are the dates for book delivery?**

The book delivery will begin after December 7, 2021. Before sending the books to the charities, we will be collecting them at 3 locations (CCK – books for schoolkids, Yew Tee – Books for adults and Little India – Books for pre-schoolers). You can segregate the books and deliver them to these 3 drop off points from 8<sup>th</sup> December to 12<sup>th</sup> December 2021. Big At Heart will bear the responsibility of transportation from these points to the charities.

5. **What should I do if I am under LOA / SHN / HRA/ HRW during the delivery period?**

You can inform us (WhatsApp Pooja 90238685 or email volunteer.bigatheart@gmail.com) and we will guide you on the next steps.

## CAS/VIA Hours / Certificate

We are happy to present CAS/VIA hours certificate to eligible students in Singapore who undertake the Volunteering activity for the Big At Heart BookSanta project as detailed on <https://www.bigatheart.org/booksanta>

### Collection point

- To receive this certificate, a student must register on giving.sg with his or her own login.
- Students must fulfil the following requirements:
  - Collect, segregate, label and pack the books as per given guidelines - 4 hours will be allocated for the entire activity on giving.sg
  - Undertake this activity on their own with little or no help from others
  - Send a min 350 words (max 1000 words) write up to volunteer.bigatheart@gmail.com by 15th Dec 2021 about this activity along with a collage of pictures taken during different stages.
  - If your writeup is found satisfactory, the volunteering hours assigned to you on giving.sg by 31st Dec 2021

- Selected few blogs will be posted to Big At Heart website and social media.

**Pointers for write up:**

- How did I plan and execute this activity?
- What challenges did I face and how did I overcome them?
- What I learnt from this activity and how will it benefit me in years to come?

**Transportation of the books**

- Transport / deliver the books from collection point to Charities. 2 hours will be allocated per trip to each charity.
- This will be awarded to the students who have their own driving license and take up this activity on their own.
- For younger students who act as collection point as per the above and accompany an adult driver on this delivery, 2 hours of credit will be given apart from the 4 hours for collection (total 6 hours).
- Photos of the delivery will be required for the same.

For more details, please visit <https://www.bigatheart.org/booksanta>