



**RESPONDING TO
EMERGENCY**

SCHOOL AMBASSADOR PROGRAMME

TERM 1 CHALLENGE:

ADRA RESPONDS TO EMERGENCIES

CHALLENGE:

RESPONDING TO EMERGENCIES FUNDRAISER

In assembly, introduce ADRA to your school. Share the ADRA Vision video. Talk about how disasters happen through life, and ADRA supports in emergencies. Invite a local Civil Defence Rep to speak at assembly about disaster preparedness.

Announce a Casual Friday Fundraiser for ADRA. Students and staff bring \$2. Run the fundraiser and let your school know how much they raised to support ADRA.

DID YOU KNOW?

Responding to emergencies and providing disaster relief are powerful ways to show love to the world.

Funds, materials and personnel are coordinated through the ADRA offices nearest to the disaster. Providing immediate action and relief supplies is a key impact focus of ADRA.

TO DO LIST:

- ☐ Meet with your School Liaison Teacher. Set goals for Term 1 around growing in confidence.
- ☐ Organise to share in assembly, and a Casual Friday date.
- ☐ Contact the local fire station to invite them to assembly.
- ☐ Plan what you will say in assembly. Practice. Get feedback from your friends/family.
- ☐ Put up posters and publicity for Casual Friday. Put a note in the school newsletter.
- ☐ Organise for someone to take some photos and video footage of the assembly and casual Friday.
- ☐ Do the assembly.
- ☐ For Casual Friday, organise how students will donate money.
- ☐ Enjoy Casual Friday.
- ☐ Afterwards, count how much has been raised, and share with your school. Thank them!
- ☐ Arrange for money to be donated to ADRA Bank Account 03-0175-0195559-01 Reference SCHOOL NAME and DISASTER.
- ☐ Upload all photo and video footage to ADRA.
- ☐ Debrief with your School Liaison Teacher.



ADRA AMBASSADORS: REACHING YOUR GOALS

COMPLETE THIS SECTION AT THE BEGINNING OF TERM

DATE: _____

The ADRA Team are committed to growing in the values of **COURAGE, COMPASSION and CONNECTEDNESS**. Our Ambassador Program creates opportunity for young people to develop these life-giving values too! It is our hope that your character will flourish through these experiences, and that you will create really positive memories along the way!

Write bullet point answers below. Discuss with your School Liaison Teacher. (Keep this in your Ambassador folder, so that you can fill in the bottom section at the end of the term.)

By the end of this term, as an ADRA Ambassador, my personal goal is to ... (make it specific, challenging, attainable)

For what reasons do you want to achieve this goal?

To reach my goal I will need to do these three key steps ...

I will know I have reached my goal because...

The two things that will help me stick to my goal are ...

Complete this section at the end of term:

What has been awesome about achieving this goal?

Was anything challenging about achieving this goal?

ADRA AMBASSADORS: EVENT PLANNER

Event Name:

Key Organiser:

Email:

Phone:

Date of Event:

Start Time:

Finish Time:

Rain Date:

What would cause a postponement?

Location:

Purpose of the event (raising awareness, fundraising, education, service, entertainment, other):

Target Audience/Guests:

Number of Audience/Guests:

Special Guests/VIPs?

Volunteer Roles:

To Do List:	Person Responsible:	Special notes:	<input checked="" type="checkbox"/>
Reserve venue			<input type="checkbox"/>
Confirm special guests/VIPs			<input type="checkbox"/>
Discuss and draft a run-sheet for event		Establish who is responsible for each part of the run-sheet	<input type="checkbox"/>
Determine which publicity methods will be most effective for audience			<input type="checkbox"/>
Create publicity/invitations			<input type="checkbox"/>
What signage is needed at event?		(Directions, parking, enter/exit, special instructions, etc.)	<input type="checkbox"/>
Special requirements from school?			<input type="checkbox"/>
Ensure disability guests are catered for		Access Toilets Dietary requirements	<input type="checkbox"/>
Document Health and Safety		(Ask your school for the forms specific to your school)	<input type="checkbox"/>
Travel/Transport			
Budget			<input type="checkbox"/>
Communication (announcements, posters, newsletter messages, social media, newsletter reminders)		(Create a calendar for sharing volunteer info, publicity drops)	<input type="checkbox"/>
Discuss and finalise run-sheet		(Include set up, when and where volunteers meet, event run -sheet, pack down)	<input type="checkbox"/>

ADRA AMBASSADORS: EVENT RUN-SHEET

Event Name:		
Key Organiser:	Email:	Phone:
Date of Event:	Start Time:	Finish Time:
Rain Date:	What would cause a postponement?	
Location:		
Purpose of the event (raising awareness, fundraising, education, service, entertainment, other):		

Time:	Item:	Person Responsible:	Resources Needed:	Notes:
	Set-up:			
	Event:			
	Pack-down:			



ADRA AMBASSADORS: EVENT DEBRIEF



**DISCUSS THE FOLLOWING
DEBRIEF WITH YOUR
TEAM AND YOUR SCHOOL
LIAISON TEACHER.**



Positives/What worked well



How well did we achieve the purpose of the event?



Challenges/things to improve



How did I grow through this experience personally?

☐ Video and photos from the event have been provided to ADRA

TIPS FOR SHOOTING GREAT MEDIA:



BATTERY CHARGED

Make sure your phone is charged so that you aren't going to run out of battery while filming.



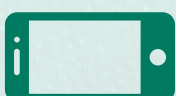
CLEAN YOUR LENS

An unclean lens will give your footage a "milky" look. Use a microfibre cloth... or your t-shirt if you have to! Don't forget the lens that is on your phone's screen as well as the back of your phone.



LIGHTING

Use front Light. Film so that subjects are illuminated, avoid backlit shots (don't shoot into the sun) because people will be silhouetted.



LANDSCAPE

Rotate your phone to film in landscape orientation.



AUDIO

Use a plug-in lapel microphone if possible for any interviews for better sound. Or move them into a quieter area with less background noise.



USE A TRIPOD

Steady your shot, stable video is easier to watch. If you don't have a tripod, try resting your arms on a table or lean against a wall. Move the camera slowly and steadily if you are capturing the action/environment.



FOCUS/EXPOSURE

In the camera app, tap and hold the screen to lock in your focus and exposure. On an iPhone when you tap and hold, a yellow box will appear for focus and a slider with a sun icon to adjust the exposure.

CAPTURING THE STORY

Plan Your Shots Think about what you want to capture before hand, e.g. group shot of the team, people enjoying the initiative, close ups showcasing event.

Establishing Shots Show some wide shots of the activity to help people see all the action.

Look for Interesting Close-ups Take some footage of pictures to feature the details of what is going on, set a mood and make viewing interesting.

Multiple Perspectives Capture footage from different angles and perspectives, i.e. from 'audience' and also 'presenter' if in school assembly.

Personal Touch Capture comments from people involved e.g. a volunteer, a teacher, a parent, community recipient.

More is Better You can always edit and cut footage, but can't retake... so if in doubt take more then you need. Enlist the help of multiple people to get footage.



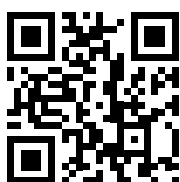
SHARING YOUR MEDIA WITH ADRA



WHEN YOU ARE READY TO SEND YOUR MEDIA FOLLOW THESE SIMPLE STEPS, OR GIVE US A CALL AND WE CAN TALK YOU THROUGH THE PROCESS.



IF YOU NEED ASSISTANCE AT ANY STAGE, CALL 0800 488 911 AND WE CAN HELP.



An easy way to send photos and video is through **WeTransfer**. You do not have to set up an account, and it will ensure the quality of your footage is intact. Sending through other sharing apps will compress the files resulting in reduced quality.



**HEAD TO THE WEBSITE: WETRANSFER.COM
CLICK ON SEND A FILE ICON**



SELECT OR DRAG AND DROP FILES



SELECT 'SEND AN EMAIL' AS METHOD OF FILE TRANSFER



**ADD RECIPIENTS EMAIL ADDRESS
SARAHRYAN@ADRA.ORG.NZ**



ENTER A VERIFICATION CODE



**YOU ARE DONE! ADRA WILL GET
A NOTIFICATION TO DOWNLOAD FILES!**



**ADRA WILL SEEK PERMISSION TO SHARE MEDIA
BEFORE USING IN ANY PUBLIC COMMUNICATIONS**

