

Monster Help Day Check List/FAQ

- **Transportation-** Continue to use your best judgment to secure transportation for offices or projects that need it. Remember to encourage your site leads to carpool. Please reach out to Pam Patton if needed.
- **Charges/Cost Center-** If site leads are going to lunch for projects or place orders they can charge things to the CSR cost center (which is the MHD cost center: 10003172). Please make sure they give you the final costs so you can account for it in the budget.
- **Video/Photos-** Please make sure your site lead specifically assigns someone for each charity to take photos and video. We want to ask site leads to assign someone with a nice camera or point and shoot to take at least 1 full minute of video during their day of service and encourage them to even get some sound bites from employees to really build the Monster Help Day video.
 - Photos:**
Please request that photos are shot in high-res JPG (prefer > 2k x 2k pixels) This will retain quality and provide the editors with some space to crop, etc.
 - Video:**
Please shoot in full HD 1080 video when possible. The better quality video, the better chance that we use the footage.
If mobile video, please give instructions to shooter to ensure they are as steady as possible, again the lower the quality, the harder the shots are to use.
- **Lunch-** Please make sure you or one of your site leads has ordered lunches and water for the volunteers in each project and there is a plan for distribution.
- **Contractors/Interns-** Technically contractors and interns are not allowed to participate in Monster Help Day (because a volunteer day is considered a benefit and contractors and interns aren't entitled to benefits). They need to get approval from their manager to participate in in-office projects. If you have any questions or receive any inquiries please feel free to loop in Susie, Keanna, & Sara.
- **Remote Employees-** Remote employees can register to record their participation and log their hours in one event created specifically for remote employees. Please have them register here: <https://aol.yourcause.com/EventDetails.aspx?EventID=3050324>
- **Exec Team Contest** – This year we are fostering a friendly competition among teams for the highest registration percentage for MHD. Details will be on INSIDE regarding how groups will be divided, and executives will reach out to their teams to drive AOLers to register for MHD.
 - We are going to announce the winning teams when registration closes on April 29th.
- **MHD Pep Rally**– Please make sure the biggest conference room in each of your offices is booked on May 14th from 12-2pm ET (Canada excluded). **Meeting ID: 8864657.**
- **Location Grid & Budget:** Please make sure you continue to update these google docs so we can track progress and accurately setup the registration website.