



It's time for
**Community
Action Day**

INIZIO

Overview..... 2
The how-to nitty-gritty..... 3
Opportunities by state..... 5
 California..... 5
 Georgia..... 6
 Illinois..... 7
 New Jersey..... 8
 Pennsylvania..... 9
Virtual opportunities..... 10
FAQs..... 11

What is Community Action Day?

What: Paid time off from your workday so you can give back to *your* community

Who: **YOU**, your Nucleus colleagues, and all of Inizio!

When: *In-office:*
Friday, Nov 4 *thru* Friday, Nov 11*

Virtual:
Friday, Nov 4 *thru* Friday, Nov 18

Where: At an office near you—or anywhere you find a compelling opportunity

How: Find more details within! (including how to [bill your time](#))



*Some offices may extend dates.



**Nucleus
Global**
An Inizio Company



Inizio Community Action Day Overview

Community Action Day is a chance for every Inizio employee to give back to their local community.

Every day, together as Nucleus and Inizio employees, we do *remarkable* work that improves the lives of patients around the world—and on Community Action Day, we are taking a little time away from our regular workday to *directly improve our local communities*.

We can't wait to hear and see how you spend **your** Inizio Community Action Day!

WHEN IS IT? We call this opportunity Community Action Day, but to make it easier for everyone to participate, the period when you can offer service to your community stretches over a couple of weeks, from **Friday, November 4, to Friday, November 18.**

If you are close to one of the Nucleus offices, consider joining one of the group in-office and on-site volunteer activities that we are organizing—details on those activities can be found on the page of this document dedicated to each US office! For *most* offices, these activities will take place on **weekdays between Friday, November 4, and Friday, November 11.**

We have also found **great virtual volunteer opportunities** that you may participate in no matter where you are—details on those activities can be found [here in this document](#).

If you are interested in our virtual volunteer activities (or another opportunity that you've found separate from our in-office opportunities), you may take your Community Action Day **between Friday, November 4, and Friday, November 18.**

For more information about activities eligible for our Community Action Day, please see the [Employee Sponsored Volunteering policy](#). (*Please note: You do not need to complete the ESV form for Community Action Day.*)

Need more inspiration? See the ever-growing [list of what your coworkers are doing](#) for their Community Action Day. If you'd like to share information about what you choose to do—with an option to invite others to join you—just complete [this form](#).

WHAT'S THE JOB NUMBER? Whether you join a group activity or find your own volunteer activity, you will be able to bill your time, in any increment up to 7.5 hours, to job number ID100130.

Talk with your manager about the time you intend to take off, and read all the details on pages 3 and 4, including about how to [bill your time](#).





Inizio Community Action Day The How-To Nitty Gritty

Starting on page 5, we list some in-office and on-site volunteering opportunities that we've discovered near our US offices. And we've found several [great virtual activities](#) that you can do no matter where you are. **But you aren't limited to our suggestions...**

Here are just a few broad categories that might spark some ideas:

- **Environmental activities:** Tree planting, removing invasive plants, bird counts
- **Social activities:** Local group engagement, care-in-the-community initiatives
- **Educational activities:** Presentations at local schools, chaperoning a school field trip, local museum/gallery volunteering, etc
- **Charitable activities:** Donating blood, work at a food bank or other local nonprofit, knitting hats for orphans

*Please note the following activities are **ineligible**:*

- Attending or participating in demonstrations, rallies, or political events
- Any activity for an organization that discriminates based on creed, race, color, national origin, religion, age, disability, sex, gender, identity, sexual orientation, pregnancy, or any other legally protected classification
- Political causes, religious activities, or terrorist groups or activities
- Your regular family-focused volunteer activities, such as coaching a team, PTA, etc

ONCE YOU'VE CHOSEN AN ACTIVITY:

Check with your manager
Please let your line manager know which day and period of time (if less than the whole day) that you will be unavailable, to avoid any scheduling conflicts.

Safety first!

We hope everyone enjoys their chosen activity! To avoid any mishaps and ensure you stay safe, we have [some health and safety tips for you to read](#). Please check them out!

Going into an office?

Please complete the [COVID-19 Office Attestation Form for US Offices](#) as you usually would.

Put your time on your Outlook calendar

Please follow your business unit's or department's best practices for noting out-of-office time in Outlook.

Read on for more on what to do after you've chosen your activity!

For more information about eligible and ineligible activities, see the policies for [Employer-Supported Volunteering](#).

Note: ESV paperwork is *not* required for Community Action Day.

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." – Margaret Mead



Inizio Community Action Day How-To Nitty Gritty (cont)

ONCE YOU'VE CHOSEN AN ACTIVITY (cont):

Set up your out-of-office notification

Once that has been cleared, set up your out-of-office notification. When setting your automatic email response, please mention that you are participating in Inizio's Community Action Day. Feel free to use the below as a template:

"Hello and thank you for your email—I am currently offline today taking part in Inizio's first-ever Community Action Day, where I'll be joining my colleagues to give back to our local community. See what we're up to by searching #InizioCommunityAction Day on social media."

Bill your time!

Please bill the time you spend volunteering for your Inizio Community Action Day activity—in any increment up to 7.5 hours—to **job number ID100130**.

For the **Task Description** under job number ID100130, select the category that *best matches* your charity activity from the drop-down list.

The **Task Description** options are the following; please pick whatever is most accurate:

- D1300 Art + culture
- D1350 Civic + community
- D1400 Civil + human rights
- D1450 Education
- D1500 Environment + sustainability
- D1550 Health + wellness
- D1600 Hunger + food insecurity
- D1650 Senior services
- D1700 Youth + family services

In the free-text **Description** field, please note whether you participated "*in-office*" (ie, at your Nucleus agency's office location), "*on-site*" (ie, at the site of the charity you are supporting), or "*virtually*" (to indicate that you volunteered online).

In the free-text Description field, please also add any other details you would like, such as the *organization name or website* and *what you were doing* (eg, knitting hats for orphans, planting trees, sorting donated materials).

Got questions? Check our [FAQ section](#) for an answer.

Please share some photos!

While taking part in your charitable activity for Community Action Day please take selfie or group photos. [Click here](#) to read our normal guidance when it comes to social media and see the additional points below.

If you're on social media, post on your own channels and tag as follows: *on LinkedIn*, tag **@Inizio**, **@Inizio Medical**, and **@Nucleus Global**, an **Inizio Company**. *On Twitter*, **@NucleusGlobal**. And don't forget your agency's page!

On either platform, please add these hashtags: **#mynucleus** **#Inizio** **#InizioMedical** **#ItsTime** **#MedComms** and **#InizioCommunityAction Day**. We can't wait to see your posts!

If you're not on social media, you can share your photos on the [US Region Teams Channel](#).

Also, feel free to create your own posters, banners, and graphics for any internal and external communications you create—being sure to **include our Community Action Day logo**, [available here](#). Thanks!



California Volunteer Opportunities (Bay Area and Beyond)

San Francisco Community Action Day champions: Asu Erden and Christine Gould

In-Office Volunteering

On *Monday, Nov 14* and *Tuesday, Nov 15*, we'll collect food in the SF office for the **SF-Marine Food Bank**. Please view their [most-needed food list](#) online (or below), and then look through your pantry or stop by the grocery store—or have groceries delivered to work!—to pick up some necessities for your neighbors with less.

We'll drop off what we collect at SF-Marine Food Bank partner [The Richmond Neighborhood Center](#). Around 20,000 Richmond district residents, mostly seniors, families with children, those unemployed, and low-wage workers, struggle with hunger.

Important staples include peanut butter, low-sodium soups, chili, stews, canned fruit, canned vegetables, canned tuna, chicken, or salmon, canned beans, whole grain pasta, brown rice, and low-sugar cereals. *No open packages or glass jars.*

On-Site Volunteering

Consider volunteering to serve meals with **GLIDE**, which has this mission of creating a radically inclusive, just, and loving community mobilized to alleviate suffering and break the cycles of poverty and marginalization.

To sign up, please visit their [shift calendar](#). For more information, please reach out to the GLIDE Volunteer Team at (415) 674-6081 or at volteam@glide.org.

Project Open Hand

Founded in 1985 by an SF grandmother when she realized her close friend with AIDS was malnourished, [Project Open Hand](#) prepares 2500 nutritious meals and provides 200 bags of healthy groceries every day to help sustain their clients as they battle serious illnesses, isolation, or the health challenges of aging.

You can volunteer preparing and packaging meals. See the opportunities and timeslots: www.openhand.org/hotspots

More Volunteering Ideas

Have overstuffed closets? There are many opportunities to spark joy for yourself *and* another by emptying your closet of gently used items that you no longer want.

Here are two organizations that will put them to good use:

One Warm Coat

Provide free coats to children and adults in need while promoting volunteerism and environmental sustainability. Find your local drop-off location on this map: <https://www.onewarmcoat.org/share-warmth/donate-coats/>

Out of the Closet

When you donate items to [Out of the Closet](#), 96 cents of every dollar made goes into providing HIV services here and around the world. They accept furniture, kitchenware, home decor, tools, appliances, electronics, adult and teen clothing and shoes, musical instruments, books, film & TV memorabilia, CDs & records, and artwork. Find a location: locations.outofthecloset.org/



Georgia Volunteer Opportunities (Atlanta and Beyond)

Atlanta Community Action Day champion: Sue Crouse

In-Office Volunteering

In the Atlanta office, we'll be supporting a local nonprofit organization with an in-office donation drive between **Monday, Nov 14 and Wednesday, Nov 16.**

More details will be published in subsequent updates of this document, but you may also **contact Sue Crouse directly for more details!**

On-Site Volunteering

You can find a wide variety of opportunities to volunteer on-site with local Atlanta nonprofits at [Hands On ATL](#).

You can sort the opportunities by organizational focus, day of week and time, by the number of timeslots available (so you can volunteer with a group of coworkers), and even according to whether you can bring a child with you.

Just a few of the many upcoming volunteer choices include working at a food pantry, helping out at the **Sickle Cell Foundation of Georgia**, helping with homework for **Girls Inc of Greater Atlanta**, gardening at the **Oakhurst Community Garden**, delivering groceries to seniors with the **Covington First United Methodist Church Food Pantry**, or being a "warehouse warrior" at **Helping Mamas, Inc.**

Life's most persistent and urgent question is, What are you doing for others?" – Dr Martin Luther King, Jr.

More Volunteering Ideas

Pet Buddies Food Pantry

Recessions are very hard on pets, too. Consider donating any of the following:

- Canned cat food
- Unopened dry cat and dog food (≤30-lb bags)
- Cat litter (≤20-lb bags)
- Cat and dog treats (no rawhide)
- Vet-approved flea prevention

Donations for [Pet Buddies](#) may be dropped off at [Second Life Atlanta](#), an upscale thrift store benefitting homeless pets.

To volunteer in more hands-on ways, see Pet Buddies' [volunteer application](#).

One Warm Coat

Spark joy for yourself *and* another by emptying your closet of gently used items that you no longer want. [One Warm Coat](#) provides free coats to children and adults in need while promoting volunteerism and environmental sustainability. Find your local drop-off here: <https://www.onewarmcoat.org/share-warmth/donate-coats/>



Illinois Volunteer Opportunities (Chicago and Beyond)

● **Community Action Day champion**—Carolyn Mahler

In-Office Volunteering

We currently have no plans for an in-office activity, but if you would like to lead one, email Carolyn Mahler or nucleuscommunityactionday@nucleuscentral.com.

Individual and Small-Group Drives

Want to start your own collection? Consider supporting the work of [Exodus World Service](#), which mobilizes the Christian community to welcome and befriend refugees. Fleeing is usually sudden and unplanned. To save their lives, they leave behind family, friends, homes, belongings, jobs, and all that is familiar. Refugees start their lives over in the US with next to nothing and face the difficult challenge of learning a new culture and language.

Many of Exodus's volunteer opportunities, such as their New Neighbor programs, are longer-term commitments, but you may create an [ethnic grocery care pack](#), a [baby care pack](#), or a [Welcome to America pack](#) for these new arrivals. Learn more [here](#).

On-Site Volunteering

Cradles to Crayons

This organization collects, sorts, and distributes essentials for local children in need.

Volunteer on-site at [Cradle to Crayon's The Giving Factory](#) sorting donations—or bring a bin home to create a week's worth of outfits for a child at your convenience.

Shifts are generally available in the morning (10 am-12 pm) or afternoon (1:30-3:30 pm) on Tuesdays through Saturdays at their warehouse at 2500 W. Bradley Place.

Upcoming shifts include Tue Nov 8 morning (12 spots) or afternoon (15 spots) and Wed Nov 9 afternoon (10 spots). You can sign up for more than one shift if you like. Schedule your shift [here](#).

Chicago Cares

Find [hands-on opportunities in Chicago](#), searchable by project type, location, and impact area.

Hands On Suburban Chicago

[Search for opportunities](#) by zip code or in calendar mode.

More Volunteering Ideas

Chicago Lights

The [Chicago Lights](#) Social Service Center builds brighter futures for Chicago's youth and adults through supportive relationships and life-changing programs—include tutoring, dynamic summer learning and enrichment, and an urban farm that provides access to job and educational opportunities, as well as to fresh, local, and sustainably grown produce.

Many of their volunteer opportunities require a long-term commitment, but email lmilligan@chicagolights.org with the date and timeframe you are available; Lynn will reply with more information.

Chicago Lights is also a drop-off spot for [One Warm Coat](#). Any gently used coat, snow pants, warm sweats, or pants can be dropped off at 126 E Chestnut St, Mon-Sun, 8 am-6 pm. Park outside the entrance and run the donations in, or ask their security for help. If you've recently cleaned out your closets, you can also purchase donations from [their wish list](#). [Find other One Warm Coat drop-off locations here](#).



New Jersey Volunteer Opportunities (Hamilton, Far Hills, and Beyond)

● **Community Action Day champions—Hamilton:** Cynthia Osborne; **Far Hills:** Crysta Bilow

Hamilton In-Office Volunteering

The Hamilton office will be collecting **now** through **Fri, Nov 18**, and the Far Hills office will be collecting **now** through **Tue, Nov 15**.
Questions? Please contact your champion listed above.

Mercer Street Friends Food Pantry Consult [this organization's](#) list of [most-wanted items](#) and then search through your pantry or head to the store to help put food on our neighbors' tables.

Mercer Street Friends is *also* collecting new or gently used warm coats, hats, mittens, and gloves for adults, teens, and children.

One Warm Coat
[One Warm Coat](#) provides free coats to people in need while promoting environmental sustainability. We'll gather clean, gently used or newly purchased coats for the [Paul Robeson Charter School](#) serving students from Trenton in grades 3-8. This year their goal is to collect 88 coats to support the 88 families at their school who receive weekly donations from their school food pantry. Their [coat wish list is here](#).

Far Hills In-Office Volunteering

The Food Bank Network of Somerset County

We'll be helping out with [The Food Bank Network of Somerset County's](#) special Thanksgiving food drive, organized by the [Bernards Township Committee and the Basking Ridge Business Alliance](#). They are looking for family-sized donations of dried potatoes, stovetop stuffing, white or yellow rice, canned vegetables, canned yams, cranberry sauce, canned gravy, and cake or brownie mix. Also desired are peanut butter, tuna fish cereal, and pancake mix. *No glass or expired foods.*

One Warm Coat

The [Plainfield Family Success Center](#), a [One Warm Coat](#) nonprofit partner, is looking specifically for coats to fit pre-k children. If you have some, or want to purchase new or clean, gently used coats from your local thrift store, bring 'em in—and consider leaving a sweet note in the coat pocket.

On-Site Opportunities

Trenton Area Soup Kitchen

Each year, the [Trenton Area Soup Kitchen](#) (TASK) relies on more than 4000 volunteers to provide meals and help folks get back on their feet. No special training is required, and they welcome individuals and groups of all sizes. You can volunteer to [serve meals](#) or can even [volunteer from home](#). Learn about all the [TASK volunteer opportunities](#).

More Volunteering Ideas Jersey Cares

Find one-time volunteer opportunities all over New Jersey at the Jersey Cares [calendar](#). Opportunities include helping out at food pantries, leading BINGO, and gardening at a park. [Read their FAQs](#) and watch [their video](#) to learn how to register as a volunteer.

Freehold Area Open Door

Besides collecting food for your human neighbors (see the [most-wanted items list](#)) [The Freehold Area Open Door](#) also supports the [Monmouth County SPCA Pet Pantry project](#) by accepting wet and dry cat and dog food, cat litter, and other pet supplies.



Pennsylvania Volunteer Opportunities (Philly and Beyond)

Philadelphia Community Action Day champion: Rich Karpowicz

On-Site Volunteering Philabundance

working to relieve hunger in five counties in PA and four counties in NJ by providing emergency food to 135,000 people every week is a big job...so [Philabundance](#) needs your help!

In addition to distributing food, they strive to reduce food waste, increase access to nutritious meals, and tackle the root causes of hunger through programs such as the [Philabundance Community Kitchen](#).

Volunteer activities include packing and sorting food in a warehouse setting, working alongside the chefs of Philabundance Community Kitchen to prepare fresh meals, and supporting the food distribution efforts of their community partners.

To volunteer, create your account today at the [VolunteerHub](#). If you have any questions, please email volunteer@philabundance.org.

On-Site Volunteering Cradles to Crayons

This organization collects, sorts, and distributes essentials for local children in need.

Volunteer on-site at [Cradle to Crayon's The Giving Factory](#) sorting donations—or bring a bin home to create a week's worth of outfits for a child at your convenience.

Shifts at their warehouse are generally available weekday and Saturday mornings (10 am-12 pm) and afternoons (1-3 pm). They also have shifts on from 6-8 pm on Tuesday evenings. See [their FAQs](#) and if you're ready to sign up, [fill out their volunteer form](#). Bonus: you can volunteer with your kids if they're 5 years or older.

If you can't make it to The Giving Factory to volunteer, they offer [at-home volunteer activities](#) as well.

Have a volunteer activity to recommend near Philly?

Email Rich at richardkarpowicz@healthinteractions.com.

More Volunteering Ideas Sam's Hope

The motto of [Sam's Hope](#) is "Keeping Pets and Their People Together." To help Sam's Hope, you can drop off pet food and supplies at [Lucky Dogz](#) or [Tony's Pizza City](#), both in Wyndmoor, or at [The Fuge](#) in Warminster.

And volunteers are always needed for the following:

- Community events
- Food drives
- Fund drives
- Pet food pickup and delivery
- eBay listings

Want to volunteer? Email samshope.org@gmail.com.

One Warm Coat

Spark joy for yourself *and* another by emptying your closet of gently used items that you no longer want. [One Warm Coat](#) provides free coats to children and adults in need while promoting environmental sustainability. Find your local drop-off here: <https://www.onewarmcoat.org/share-warmth/donate-coats/>



Virtual Volunteer Opportunities

Virtual Community Action Day champion: Ev Rose

America Needs You (ANY)

All you need to help ANY's target demographic of first-generation college students is an interest in advancing racial equity and economic mobility, 1+ years of work experience after graduation, and willingness to share your industry expertise and network. Through ANY you can conduct small group discussions with students who are interested in pursuing a career in our industry.

To volunteer, learn more at americanneedsyou.org or go directly to their [event calendar](#). Some upcoming timeslots are:

- Nov 16, 12-1:15 pm ET
- Nov 16, 7-8:15 pm ET
- Nov 17, 12-1:15 pm ET
- Nov 17, 7-8:15 pm ET

The Smithsonian

Transcribe and review historic Smithsonian library, archival, and museum collections to make them readable, searchable, and more accessible. Learn more at www.si.edu/volunteer/DigitalVolunteers

The National Archives

Become a Citizen Archivist! Tagging and transcribing makes these historic records more accessible to everyone.

The National Archives has curated topical missions to help you jump in and contribute. Just visit www.archives.gov/citizen-archivist/missions, click on a topic that interests you, and it will bring you right to those historical records in their catalog.

Translators Without Borders

If you are fluent in at least one language other than your native language, you can volunteer for a number of engaging projects, from translating medical texts to translating for crisis response—and help close the language gaps that hinder critical humanitarian and international development efforts worldwide.

Learn more at <https://translatorswithoutborders.org/volunteer/>

Zooniverse

Zooniverse gives people of all ages and backgrounds the chance to participate in real, cutting-edge research—with over 50 active online citizen research projects in many fields spanning the sciences, humanities, history, and more.

Work with 1.6 million registered users around the world to contribute to research projects led by hundreds of researchers.

The Zooniverse creates opportunities for you to unlock answers and contribute to real discoveries. Browse projects at www.zooniverse.org/projects

Stitching for Charity

If you knit or crochet, you likely know there are *many* charities to stitch for. What can *you* make (or start!) in 7.5 hours? A [preemie blanket](#) for your local hospital's NICU? Several [knitted or crocheted knockers](#)? A [red scarf for a foster kid](#)? Share a photo with us, please!

Have one to recommend?

Email Ev at evelyn.rose@healthinteractions.com

Frequently Asked Questions

I used my 2022 Employer-Sponsored Volunteering benefit. Am I still eligible to take time off for a Community Action Day volunteer activity?

Yes, these are separate opportunities for you to support your local communities!

What if my activity doesn't take an entire day?

We ask that you bill *only* the time that it takes you to conduct your activity to the Community Action Day job number (ID100130).

Please note that the intent of this opportunity is to make a positive impact on our local communities. If you are not interested in volunteering, please work your regular schedule.

May I donate blood for my US Community Action Day activity?

Yes! This sounds like a *great* way to give back to your local community.

May interns participate?

Yes, interns *may* participate! We ask that you first speak with your line manager and your HR business partner to express your interest.

May I work for a political campaign as my US Community Action Day activity?

Unfortunately, no. Political activities are on the [short list of activities ineligible](#) for the US Community Action Day.

However, there are *nonpartisan* activities that you can do to give back to your community on or before your election day, such as helping seniors and others get to the polls or signing up to be a poll worker (not a poll *watcher*, but a poll worker). Contact your local elections board for more information.

My question wasn't answered. Help?!

Please reach out! Email us at nucleuscommunityactionday@nucleuscentral.com.

"Everybody can be great. Because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love."

– Martin Luther King, Jr.



Does my volunteer activity have to be during the work week, during normal work hours?

Community Action Day is a benefit for you, and for your community. We set up Community Action Day to make it easy for you to fit it into your schedule *without having to work extra hours*.

With your manager's approval, you can take up to a full day (or two half days) over the course of the Community Action Day period (Friday, November 4 through Friday, November 18).

If the volunteer opportunity you want to participate in for Community Action Day is available *only* outside of normal working hours or on a weekend, you may coordinate with your line manager to take the amount of time off during the week that you spend at your community volunteer activity (up to 7.5 hours).

If you are an hourly employee and interested in a volunteer activity outside of normal working hours, we ask that you speak with your line manager and your HR business partner.