

Lunch and Learn

Lunch and learns are a great way to increase knowledge about RFL internally. When more staff and volunteers at your chapter are aware of RFL services more community members have access to RFL. This is a low commitment way for other Red Cross Volunteers and Staff to get involved!

Getting Started:

Pick a location:

- Find a gathering place at your local chapter and reserve the room

Promote the event:

- Send out Chapter-wide emails with information on your event.
- Post flyers in lunch room or other common spaces of the Chapter.
- Have other International Services staff promote the event.
- If there is a Chapter-wide calendar, post your event there.

Prepare a speech or presentation (check with the location to see if there will be powerpoint available) and practice – remember, powerpoints can be found on The Exchange for you to modify for your audience

- This is a broad lunch & learn about RFL services; you may want to consider doing lunch & learns about a current international topic that you can relate to RFL – (e.g. refugee crises, migration issues, etc.)
- Consider using a game as a final review. You can find International Services or RFL-specific Jeopardy on The Exchange!

Organize volunteers (remember - you can post these job descriptions on Volunteer Connection to recruit ahead of time)

- Outreach Volunteer: responsible for assisting in RFL presentation; helping with set-up and clean-



Day Of:

1. Plan enough time to set up lunch and presentation
2. Give presentation after everyone has settled in and gotten food
3. Have everyone take a business card – in case they can pass it on to others
4. Stay later in case anyone has an individual question

Your Materials:

- ☐ Lunch/breakfast, utensils, serving materials
- ☐ Presentation and presentation notes
- ☐ RFL Flyers in relevant languages
- ☐ RFL Business cards
- ☐ Email sign up sheet
- ☐ Pens
- ☐ Availability by country guide and direction and guidance (for your reference)

Follow Up:

- Send emails to those who signed your email list and see if they would be interested in learning more about RFL
- Keep RFL materials around the Chapter to remind any staff that attended what they learned

