



# Group Volunteering Catalog

First Step welcomes groups of all kinds to help bring joy, support, and meaningful activities to our clients. We are grateful for your interest in partnering with us!

Below are our key guidelines and expectations to help you plan a successful volunteer event.

## GUIDELINES & EXPECTATIONS

### Location

Most group volunteering occurs at our **Wayne Office** (4400 Venoy Rd).  
**Plymouth opportunities** (44567 Pinetree Dr) are limited.

### Client Considerations

Our clients come from diverse ages, backgrounds, and identities. Please plan activities that are inclusive and mindful of this diversity.

### Volunteering With Children

We love young volunteers!

**Please note:**

Cleaning/maintenance projects are *not* suitable for young children.

If hosting a client activity, please ensure our clients, especially children, receive appropriate attention and engagement.

### Snacks & Meals (*client & family focused events only*)

Snacks are always welcome.

If your activity falls during **12–2 PM** or **5–7 PM**, providing a meal is expected.

We will inform you of allergy considerations. Please include *at least one meatless option*.

### Supplies

Ask which supplies we can provide, but plan to bring most materials needed.

Confirm all items with your First Step contact to ensure they meet policy (e.g., **no toy weapons or candles**).

Please bring enough items/gifts/crafts for everyone participating.

### Photography

**Client photos are strictly prohibited.**

You may take photos of staff (with permission), your group, and the event setup, as long as *no clients* appear in the frame.

### Special Requests

First Step may have specific project needs. If your group is flexible, let us know!

Submitting a request does not guarantee approval.

## READY TO PLAN YOUR EVENT?

### 1. Explore Group Volunteer Opportunities

Review the catalogue sections below to see our typical group volunteer opportunities, as well as the section labelled “**Additional Group Volunteer Ideas.**”

### 2. Submit a Group Request Form

- Email [communityservices@firststep-mi.org](mailto:communityservices@firststep-mi.org) to request the form.
- When completing your Group Volunteer Request Form, please indicate any areas of interest, or feel free to propose your own activity idea.

### 3. Review Timeline

Please allow 5–7 business days for a response. Submit all requests at least 1 month in advance.

### 4. Scheduling Flexibility

- If you have specific dates but can fill a First Step need, indicate this on the form.
- If you’re flexible, list all possible dates or backup options.

### 5. Pre-Registration

Once your event is confirmed, your group’s organizer will receive a link for members to pre-register through our online volunteer system.

### Questions?

We’re happy to help!

734-416-1111 (Press 2)

[communityservices@firststep-mi.org](mailto:communityservices@firststep-mi.org)

Visit our website to learn more about all volunteer opportunities:  
[FirstStep-mi.org/volunteer](http://FirstStep-mi.org/volunteer)

## SEASONAL RECURRING GROUP VOLUNTEER OPPORTUNITY

EVENT	DESCRIPTION	MONTH
<b>Adopt-A-Garden</b>	<ul style="list-style-type: none"><li>○ Select a Garden for your group to maintain for the season</li><li>○ Send the same of different volunteers each visit.</li><li>○ Simple as weeding and cleaning up debris and leaves or more intricate planting can be approved by First Step staff.</li><li>○ See Flyer on last page.</li></ul>	<b>May-October</b>

# ONE-TIME GROUP VOLUNTEER OPPORTUNITIES

EVENT	DESCRIPTION	MONTH
<b>You are the Light Gala</b>	<ul style="list-style-type: none"> <li>○ Join the decorating committee and help decorate the day of the event.</li> <li>○ Join our Auction Committee collect auction items for the event's silent auction.</li> </ul>	<b>January</b>
<b>Germ Free Offices</b>	<ul style="list-style-type: none"> <li>○ Sanitizing &amp; Cleaning of Wayne Office</li> </ul>	<b>January</b>
<b>Deep Clean Plymouth Office</b>	<ul style="list-style-type: none"> <li>○ Sanitizing &amp; Cleaning of Plymouth Office. Cleaning kitchens, offices, community spaces, restrooms, all interior windows &amp; doors.</li> </ul>	<b>February</b>
<b>Ring in Spring</b>	<ul style="list-style-type: none"> <li>○ Volunteer to host one or more spring related activity stations. Such as Egg Decorating, Egg Hunt, Craft or other fun activities.</li> <li>○ Donate plastic eggs, candy, or supplies to decorate eggs.</li> <li>○ Volunteer to help coordinate our Egg Hunt in our Healing Garden and Playground (<i>dependent upon weather, could pivot indoors</i>).</li> </ul>	<b>March/ April</b>
<b>Sexual Assault Awareness Month</b>	<ul style="list-style-type: none"> <li>○ Volunteers to host a Sexual Assault Awareness Month Event. Donating food, beverages, and other supplies for the event. Set-up and tear down for the event.</li> </ul>	<b>April</b>
<b>Spring Clean Up</b>	<ul style="list-style-type: none"> <li>○ Outdoor activity focused on doing a spring cleaning of our grounds. Completing tasks like cleaning up debris, sticks, removing dead plants, cleaning playground equipment, painting, adding mulch to gardens, moving plants, and cleaning agency vehicles.</li> </ul>	<b>May</b>
<b>Summer Prep</b>	<ul style="list-style-type: none"> <li>○ Outdoor activity focused on doing some prep for making our outdoors space summer ready. Completing tasks like cutting tree branches, trimming bushes, washing trash cans, power washing building front and back.</li> </ul>	<b>May</b>
<b>Wayne Window Cleaning</b>	<ul style="list-style-type: none"> <li>○ Exterior window cleaning all of our buildings windows and glass doors, including those in our vestibule (interior &amp; exterior).</li> </ul>	<b>June</b>
<b>Play Structure Upkeep</b>	<ul style="list-style-type: none"> <li>○ Stain all wooden play structures. Power Wash Playscapes, pavilion and outdoor chairs and benches.</li> </ul>	<b>June</b>
<b>Summer BBQ</b>	<ul style="list-style-type: none"> <li>○ A picnic for our residents to celebrate summer. Providing food, fun activities and more.</li> </ul>	<b>June</b>

<b>Plymouth Office Upkeep</b>	<ul style="list-style-type: none"> <li>○ Upkeep of our Plymouth office. Completing tasks such as power washing exterior, wash exterior windows, weed garden, clean up debris, wash trash cans, any interior and any interior painting needing done.</li> </ul>	<b>June</b>
<b>Field Day</b>	<ul style="list-style-type: none"> <li>○ We love to host a field day on our playground before it gets too hot just after children get out of school in June. This would include multiple activity stations and prizes to hand out. Food provided as well as ice cream or popsicles to end the day.</li> </ul>	<b>Late June</b>
<b>Grounds Upkeep</b>	<ul style="list-style-type: none"> <li>○ This time of year, we really are in need of weeding on our playground, pet area, and possibly some of our unadopted gardens.</li> </ul>	<b>July</b>
<b>A.R.K. Deep Cleaning</b>	<ul style="list-style-type: none"> <li>○ Our A.R.K. (Animal Receiving Kindness) would need deep cleaning inside and outside. Completing tasks such as power washing outdoor kennels and exterior of building, cleaning indoor kennels, cleaning sitting area, laundry room, intake area, restroom, and weeding the play area.</li> </ul>	<b>July</b>
<b>Back-to-School Bash</b>	<ul style="list-style-type: none"> <li>○ Host one or more fun activity tables at our event!</li> <li>○ Donate school supplies (backpacks, pencils, pens, paper etc).</li> </ul>	<b>August</b>
<b>Fall Clean Up</b>	<ul style="list-style-type: none"> <li>○ Outdoor focused activity to clean up our grounds and prepare them for the winter season. Completing tasks like cutting back plants, trimming bushes, washing trash cans, cleaning play structures, etc.</li> </ul>	<b>September</b>
<b>You are the Light Gala</b>	<ul style="list-style-type: none"> <li>○ Host our raffle ticket sales for the event.</li> <li>○ Host our registration tables for the event. Training prior to event provided.</li> <li>○ Donate wine valued at \$20 or more per bottle for our popular Wine Pull.</li> <li>○ Buy a sponsorship and attend the event.</li> </ul>	<b>October</b>
<b>Domestic Violence Awareness Month</b>	<ul style="list-style-type: none"> <li>○ Volunteers to host a Domestic Violence Awareness Month Event. Donating food, beverages, and other supplies for the event. Set-up and tear down for the event.</li> </ul>	<b>October</b>
<b>Trunk-or-Treat</b>	<ul style="list-style-type: none"> <li>○ Decorate your car's trunks, dress-up, and pass-out candy to our young clients!</li> <li>○ Volunteer for children's fall themed activity station for making a craft at our annual trunk or treat.</li> <li>○ Host a photo station for families at our Trunk-or-Treat. Photo station setup and polaroids need to be provided by volunteer group.</li> <li>○ Donate candy, food, beverages, and other supplies for the event</li> </ul>	<b>October</b>
<b>Holiday Gift Giveaway</b>	<ul style="list-style-type: none"> <li>○ Host a 3-hour shift in our Group Volunteer Gift Wrapping Station.</li> <li>○ Collect gifts for all ages and interests to donate to our Holiday Gift Giveaway for our clients to self-select gifts to give to their children.</li> </ul>	<b>December</b>
<b>Holiday Gift Wrapping Station</b>	<ul style="list-style-type: none"> <li>○ Host a 3-hour (approx.. shift) shift for our complimentary Gift Wrapping for Clients shopping at our event.</li> <li>○ Provide supplies for wrapping, paper, bows, labels and tape, etc.</li> </ul>	

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## ADDITIONAL GROUP VOLUNTEER IDEAS

### COMMUNITY BUILDING ACTIVITIES

**Community Awareness Crew:** Help spread the word! Assemble educational packets containing information on First Step and domestic and sexual violence. Then, go out into the community and deliver the packets to schools, doctors' offices, and other community sites to help raise awareness and connect survivors to services.

- **Items Needed:** Personal transportation, Drivers Record Check required for all drivers, First Step to provided info session, handouts and supplies
- **Best for Groups of:** Any size
- **Schedule:** Flexible; best if during typical business hours
- **Additional Notes:** Groups can pick-up flyers and resources and assemble at First Step or a location of their choice; Due to our funding, we would need to receive copies of the group's drivers' proof of auto insurance, valid driver's license, and run a quick driving record clearance (paid by volunteers)

**Donation Drive and/or Fundraiser:** Help collect items and funds for First Step through a donation drive or fundraiser!

- **Best for Groups of:** Any size
- **Schedule:** Flexible – If you'd like for us to share your event on social media, email the information to [marketing@firststep-mi.org](mailto:marketing@firststep-mi.org)
- **Additional Notes:** Check out our [wish-list](#) (updated annually) for our most-needed items throughout the year OR find us on social media – every Wednesday we post our top needed items! Our [Amazon Wishlist](#) has the exact brands and types of items our clients commonly ask for, too. Once you have completed your fundraiser or donation drive, call First Step to set up a time to deliver it. We would love to set-up a photo-op and tour if your group is interested

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## PLAN YOUR OWN EVENT!

We are always open to new events, activities, projects, partnerships, and more. Please, do not hesitate to come to us with your own ideas and suggestions!



2026

# Adopt-A-Garden

Seeking Gardening Volunteers  
(Gardening Season: May to October)

## Strengthen Your Team. Support Survivors. Grow Community Impact

First Step invites local businesses to partner with us through our Adopt-A-Garden Program. This initiative allows companies to directly support survivors of domestic violence and sexual assault while engaging employees in meaningful, hands-on service

### Why Partner With Us?

#### Meaningful Social Responsibility

Demonstrate your group's commitment to community healing and survivor support.

#### Team Building With Purpose

Outdoor volunteer days foster collaboration, morale, and employee connection.

#### Flexible Engagement

- Monthly commitment (minimum)
- Weekday or early evening availability
- Rotating team participation options
- Gardens available for all group sizes

### The Impact

#### Our Healing Gardens are:

- Outdoor counseling spaces
- Play areas for children
- Places of reflection for families and staff
- A sanctuary for family focused events

Your group's involvement directly helps maintain a safe, welcoming environment for those rebuilding their lives.

#### Become a 2026 Garden Volunteer

To reserve a garden or schedule a corporate volunteer day:

**Barb Davis**

Volunteer Specialist

734.656.0757

[bdavis@firststep-mi.org](mailto:bdavis@firststep-mi.org)