

# The Info Session Hosting Guide

How to host an informative, engaging HELP2SERVE.CARE session — for student groups, individual and small-group volunteers, parents, schools, organizations, and mission-focused groups.

## Why host a session

An info session is the moment people move from curious to committed. Whether your audience is prospective volunteers, parents weighing safety, or a school or organization considering a partnership, a well-run session answers questions and builds trust. This guide shows you how.

Sustained behavior change through global service since 2006. HELP2SERVE.CARE is a U.S.-based 501(c)(3) nonprofit dedicated to meaningful, ethical global service-learning.

## Request an Info / Q&A Session

Ready to plan your session, or have questions first? Request a live Info / Q&A session with HELP2SERVE.CARE and our team will help you set everything up. **Request a session at [help2serve.care/engage.html](https://help2serve.care/engage.html) (Pathway 8 — Virtual Info Sessions & Events).**

### Part One

## Tailoring the Session to Your Audience

Different audiences come with different questions. Adjust your focus accordingly:

### Student groups

- Emphasize the experience, peer community, leadership growth, and academic credit.
- Best group size: 15–40 for an energetic, interactive session.

### Individual & small-group volunteers

- Keep it conversational; focus on how a solo participant joins a cohort and is supported.
- Best group size: 5–15 — informal and question-led.

### Parents

- Lead with safety, supervision, health support, logistics, and communication from the field.
- Allow generous Q&A time; parents value candor and detail.

### Schools, organizations & mission-focused groups

- Focus on custom immersions, partnership structure, group logistics, and measurable impact.
- Best format: a presentation plus discussion with decision-makers; size varies.

## Setting Up & Running the Session

### HELP2SERVE.CARE sets up your virtual session

You do not set up the session yourself. Simply suggest a few possible days and times, and **HELP2SERVE.CARE will set up and host the virtual session** for you. **Sunday evening or Monday evening are ideal** for virtual sessions — but if those do not work for your group, a custom time can be arranged. Request your session through Pathway 8 at [help2serve.care/engage.html](https://help2serve.care/engage.html).

- 1 Choose your audience and format.** Decide who the session is for and whether it is fully virtual or a hybrid your group hosts in a room with HELP2SERVE joining by video.
- 2 Suggest possible days and times.** Send HELP2SERVE.CARE two or three options — Sunday or Monday evening preferred, or a custom time if needed. HELP2SERVE.CARE then sets up and hosts the virtual session.
- 3 Receive your session details and QR code.** Once your session is confirmed, HELP2SERVE.CARE provides the session link and a shareable QR code unique to your session (see Part Three).
- 4 Promote for one to two weeks.** Use your confirmed session QR code and the outreach templates in this guide on flyers, slides, emails, and social posts.
- 5 Prepare the room or link.** Test the technology; have the agenda and Q&A topics ready.
- 6 Open with story, not statistics.** Begin with why service matters, then move to specifics.
- 7 Protect time for questions.** The Q&A is the most valuable part — never let it get squeezed.
- 8 Close with a clear next step.** Point everyone to [help2serve.care/engage.html](https://help2serve.care/engage.html) to take action.
- 9 Follow up within 48 hours.** Email attendees the engagement link and answers to any unresolved questions.

### Suggested Session Length

- **30 minutes:** a focused overview plus brief Q&A — good for busy student or parent audiences.
- **45–60 minutes:** the standard — overview, story, and full Q&A.
- **60+ minutes:** for schools and organizations weighing a partnership, where detailed discussion is expected.

## Example Q&A Topics

Prepare answers to these in advance — they cover the questions nearly every audience asks:

- What does an immersion experience include, day to day?
- What are the program costs, and what is included?
- How do participants fundraise for a program?
- Can participation earn academic credit?
- What safety, health, and supervision support is in place?
- Who travels — ages, group composition, and cohort size?
- What destinations and service focus areas are available?
- How do custom immersions work for groups and organizations?
- What are the ways to get involved without traveling?

### Group size at a glance

Small (5–15): informal and conversational. Medium (15–40): ideal for most recruitment sessions.  
Large (40+): presentation-style — collect questions in advance and consider a small-group follow-up.

## Shareable QR Codes — Examples Only

The QR codes below are **examples only**. They link to public HELP2SERVE.CARE pages. Once your session is confirmed, HELP2SERVE.CARE provides a **shareable QR code unique to your session** — that is the code you will put on flyers, slides, and emails to promote your specific session.



EXAMPLE ONLY — info sessions page  
engage.html (Pathway 8)



EXAMPLE ONLY — all ways to engage  
engage.html

## Part Four

# Outreach Templates — Copy & Use

Use these to invite potential participants to your session. Copy them as written, or adapt them in your own voice — the goal is a warm, clear invitation.

## Instagram DM — for inviting peers

Best for student-to-student invites. Keep it personal.

Hey [Name]! I'm helping host a free virtual info session with HELP2SERVE.CARE — it's about global and local service-learning programs, leadership, and ways to get involved.

It's a relaxed Q&A — you can just listen, or ask anything. No commitment at all.

It's on [day / date / time]. Want me to send you the link? You can also explore [help2serve.care/engage.html](https://help2serve.care/engage.html) beforehand.

## Email — for students, parents, or contacts

A flexible invitation you can send to a class list, to parents, or to a school or organization contact with light edits.

**Subject: You're invited — a free HELP2SERVE.CARE info session**

Hello,

You're invited to a free virtual information session with HELP2SERVE.CARE, a U.S.-based 501(c)(3) nonprofit that runs structured global and local service-learning programs.

The session is a relaxed, no-commitment Q&A. We'll cover what the programs involve, safety and support, costs and fundraising, academic credit, and the many ways to get involved — and answer any questions you have.

Details: [day / date / time]. The session is hosted online by HELP2SERVE.CARE.

To join, reply to this message or visit [help2serve.care/engage.html](http://help2serve.care/engage.html). We hope to see you there.

Warm regards,

[Your name]

*“A good info session does not sell — it answers. People commit when their real questions have been heard.”*

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