

Agency Responsibilities

- Complete a project application form and return to United Way office no later than **8/10/12**.
- Assign an agency staff person or volunteer to be the Project Coordinator for your agency.
- Your Project Coordinator will:
 - Work closely with the Volunteer Team Leader to thoroughly plan for successful project.
 - Must attend and participate in all pre-event meetings, including Team Leader/Agency Project Coordinator lunch on **8/24/12**.
 - Arrange for a pre-event site visit with the Volunteer Team leader
- Provide adequate staff or volunteers to assist with the coordination, instruction, and supervision of the volunteer team members assigned to your project.
- All supplies, equipment (tools, paint, etc.), and other miscellaneous costs must be provided and covered by your agency. Proper disposal of paint, yard waste, etc. must also be planned and provided for.
- Provide refreshments and snacks for your Volunteer Team on the day of the event. (Volunteer Teams will be responsible for their lunches unless agency wishes to do so and indicates on application form.)
- Give an overview of your agency and programs during a break or lunch. Help the volunteers understand the impact their help is having on your agency. (Do not do when volunteers first arrive because they are so excited to get to work!)
- Weather-sensitive projects must have a rain date defined and agreed to in advance. Rain dates can be determined at the first Team Leader/Agency Coordinator meeting.
- Recognize and thank Volunteer Team members for their efforts and send thank-you letter to company CEO after event.

Project Criteria

- The project can be completed within a seven-hour time period (including breaks and lunch).
- The project can be completed by a minimum of four volunteers.
- Projects should be meaningful, hands-on projects, preferably client-focused. (*Cleaning or administrative duties, such as reorganizing filing cabinets, or fund-raising projects will not be accepted as a Day of Caring project.*)

- The project should be well defined with specific responsibilities outlined.

Acquisition of Materials

As part of the project acceptance criteria, it is the responsibility of the agency to secure materials needed (paint, plants, bark mulch, building materials, etc.) by either purchasing them or seeking in-kind donations. The Day of Caring Committee and the United Way Staff will be contacting local vendors in an effort to coordinate purchases of similar materials.

You will be required to report the value of all items received in-kind including the estimated cost of the labor the volunteers contribute.

There are a lot of resources for borrowing equipment such as shovels, ladders, and even backhoes and dump trucks. *We do not want projects to go by the wayside for lack of supplies or equipment - as long as the expectations are reasonable. United Way Staff will work together with your Project Coordinator to assist in trying to secure any items you might have trouble locating.*

Marketing Your Project

Day of Caring can be one of the greatest marketing opportunities you have all year long. The more time you put into it, the more you will educate the volunteers and community about the vital role your agency plays in the community. Here are just a few ideas:

- Publicize in your newsletters or other communication pieces that you are part of Day of Caring.
- Once your Volunteer Team has been assigned, feature the company(s) name and be sure key people get a copy.
- Create a “Before & After” pictorial – shots of what your site looks like now and then take photos of what it looks like after the event. Share with your Volunteer Team – they may wish to use it in their company newsletter.
- Ask your clients (especially if children!) to write notes to the Volunteer Team members about how excited they are about having them coming and what their help means.
- Send out press releases and contact your local newspaper for coverage of the day.