



September 20, 2023

TEAM LEADER RESPONSIBILITIES

Recruit Your Team

- Determine a Team Leader who will be responsible for communicating with United Way of Mifflin-Juniata, the assigned Agency Coordinator, and the volunteers in your team.
- Use the company email list or internal newsletter to announce your participation in Day of Caring and to recruit volunteers.
- Determine your team's interest and skill levels, and communicate that information to United Way of Mifflin-Juniata as clearly as possible on the registration form.

Prepare For The Project

- Complete volunteer registration form and submit to United Way of Mifflin-Juniata no later than **8/11/23**.
- Have each team member complete the Volunteer Release Form.
- Determine t-shirt sizes for team members and submit t-shirt form to United Way of Mifflin-Juniata no later than **8/11/23**.
- Once your team is assigned to a project go visit and survey the Agency Project site and confirm that the project fits the team (Does the project fit the time allotted? Will you have enough volunteers? Is the site prepared with materials?). Keep in contact with the Agency Project Coordinator as the Day of Caring approaches.
- Communicate with all team members so that they know what their project is, how to dress, where to meet, what tools to bring, and what they will be doing.
- We will email you the date that the t-shirts will be ready for pickup. **All volunteer release forms must be handed in at this time in order to receive the teams t-shirts.**
- Procure supplies/safety gear as needed.
- Plan for your team's lunch. Some Agencies may choose to provide lunch for your team, but that is not required of them.
- Prepare a rain plan with the Agency Coordinator (Will your project take place if it's raining? Will you reschedule? How will you coordinate with each other if it's raining?). Make sure you communicate the rain date to the United Way Staff.

On The Day of Caring

- HAVE FUN!
- **Start your day at the Kick-Off Celebration Breakfast at 7 AM. Breakfast in Mifflin County will be held at Kish Park (Orange Pavilion), and Juniata County's breakfast will be at Messiah Lutheran Church. The cooks at both locations request an accurate count. Please RSVP to the breakfast by 9/6/23.**
- Get your team photo taken at the breakfast before you leave for your project.
- There will be media opportunities during the day. A United Way representative or volunteer will come around to each site to take a team photo. The media will receive project lists and may visit many of the sites.
- If possible, take before and after pictures of your work to share with United Way of Mifflin-Juniata.
- While on site, please keep the details of people you meet and their circumstances confidential.
- During the Day of Caring, if there are ever questions about projects, volunteers, etc., feel free to contact the United Way of Mifflin-Juniata at 717-248-9636.

Celebrate

- Thank your co-workers for their volunteer efforts.
- Reflect on your project. What did it mean to those you served?
- Let others know about your good work through your company newsletter, website, and social media.
- Share photos and stories with United Way of Mifflin-Juniata.
- Make sure to complete the survey emailed to you a few days after the event. It's important to us to get your feedback (positive or negative) so we can make the event even better for next year!