

**United Way
of Hancock County**

LiveUnitedHancockCounty.org



UNITED WAY DAYS OF CARING

MAY 7-11, 2018

Project Development Toolkit

Join us for Days of Caring Monday, May 7 through Friday, May 11, 2018. We anticipate nearly 1,000 volunteers to register for this year's Days of Caring. They want to paint walls, read to children, stuff envelopes, build a deck, plant trees, paint, organize and much more. Read further to learn how your organization can benefit from the skilled and enthusiastic volunteers available on during United Way of Hancock County's Days of Caring.

Project registration will take place through April 30, 2018

Days of Caring was established by United Way of Hancock County to promote the spirit and value of volunteerism, increase the awareness of local human service agencies and schools, and demonstrate what people working together for the community's good can accomplish

Please contact Beverly Phillips 419-423-1432 or beverly.phillips@uwhancock.org with any questions.

Developing a Days of Caring Project

- **Identify Unmet Needs at Your Agency**

Are there projects at your agency that have never been finished or maybe projects that never even got started? Maybe you have a past project that can be expanded? Does your agency have a wish list? Are there new initiatives you would like to kickoff on the Day of Caring? Take a look at annual events, daily activities and the well-being of your clients—can any of these be improved through a Days of Caring project? Can a small or large group of volunteers accomplish these tasks?

- **Meet With Your Colleagues**

Use time during a staff meeting or set aside another time to speak with your co-workers about the Days of Caring. Ask them to brainstorm how volunteers can help them. Use the enclosed worksheet to generate ideas or ask them to visit our website.

- **Develop a Project Budget**

Determine how much your agency can contribute to the cost of the project. Project costs include supplies and materials necessary to complete the project. Bear in mind that you may solicit donations of lumber, paint and other materials from local businesses. The volunteer team may also offer to assist with some inexpensive supplies. Bear in mind that projects requesting large donations from volunteers are less likely to be completed.

- **Determine Who Will Coordinate Each Project**

You are encouraged to submit multiple projects but if you do, it is important that there be a major contact person responsible for your projects. Each volunteer team should have access to someone before and during the project if they have questions. This could be a staff member, volunteer, board member, or parent (at a school).

- **Identify and Manage Risk Involved With Your Project**

Once you determine a potential project, review each task involved. Identify potential risk factors, including volunteers' use of tools, threat of injury, your clients' safety, etc. The recruited volunteers become the volunteers of the agency; not the United Way

- **Register on our website: LiveUnitedHancockCounty.org/days-caring**

Once you have determined a project, register your agency and projects by April 30, 2018.

Project Development Worksheet

This is your opportunity to think big and out of the box!

- **Identify at least three unmet needs at your agency.** (consider client, staff and organizational needs)

What can be done to meet those needs?

- **Identify unmet needs in the community that your agency could address.**

What can be done to meet those needs?

- **Who does your agency serve? Who are your clients?**

What would enrich their lives?

What activities can you do only with volunteer help?

- **What events or fundraising activities does your agency sponsor annually?**

What could be improved about each of those activities?

How can that be accomplished by a group of volunteers?

- **What were you talking about when you said, “I wish we had the time, resources, volunteers to...”**

Brainstorm with your staff and find out who would be involved to make those ideas a reality?

- **Looking around your agency, what physical improvements can be made?**
Take a look around the inside, the outside, the offices, closets and files.

Day of Caring Project Ideas

Painting

- Walls
- Trim and doors
- Deck and porch
- Outdoor concrete floors
- Murals
- Window sills
- Blacktop maps and games
- Classroom manipulative toys
- Props
- Re-paint parking lot lines

Landscaping

- Mulch
- Weed flower beds
- Create new flower beds
- Plant grass seed
- Prune bushes/trees
- Plant flowers
- River/stream clean up
- Trail building/clearing
- Rake leaves
- Mow grass
- Trim trees and bushes

Cleaning/Organizing

- Inventory and organize food pantry/storage closet
- Clean building exterior/parking lot
- Wash windows, doors, walls
- Wash buses or vans

Administrative

- Data entry*
- Research via Internet*
- Bulk mailing
- Shred old files
- Organize files

Construction*

- Assemble furniture
- Plumbing/electrical
- Build/install shelves
- Build porch/deck/etc.
- Build a wheelchair ramp
- Build or repair a fence
- Build benches
- Remove old carpet

Client-based

- Field trips
- Friendly visiting
- Playing games
- Reading with children/elderly
- Plan fairs/parties (tea party, senior prom, ice cream social)
- Deliver lunches to clients
- Install carbon dioxide or smoke detectors

Miscellaneous

- Put up marketing posters/flyers
- Organize/staff a food, book, toiletry drive
- Update a playground to code
- Install safety features for an agency
- Hold a bike repair workshop

***Skilled labor projects will be contingent on availability of experienced volunteers.**

Special Notes

- Please consider your ongoing volunteer needs and how they may be adapted to involve Days of Caring volunteers. This is a great opportunity to expose potential volunteers to your program which will hopefully generate some committed volunteers. For example, could the Agency on Aging give their Meals on Wheels volunteers the day off, while Day of Caring volunteers deliver meals to their clients? Adding on to that idea, another group of volunteers could wash the cars that belong to the regular Meals on Wheels volunteers in appreciation for their service. Other possibilities might include mentoring or tutoring youth.
- You'd be surprised how many volunteers request projects that we would usually consider mundane work. Volunteers want to stuff envelopes, attach labels to annual reports, shred old papers, etc. It's a day off from work that they can make a difference, while visiting with their co-workers. For others, they want to make a difference and be able to return to the office clean. If you don't have room on site to do a 2,000 piece mailing, there are lots of volunteer teams that want to bring the project to their office and complete it there.
- Please also consider projects that are available to be done off site at the volunteers' offices. Many groups want to participate but are not able to allow an entire staff to volunteer. Last year, a letter-writing campaign to our troops was very popular as it accommodated hundreds of volunteers and could be done off-site. Other projects could include bulk mailings. Please take time to make your project descriptions as detailed as possible. Be clear about the amount of time the project will take, and whether or not materials will be provided. Plan a site visit with your volunteer team captain to review the work. United Way will determine the number of volunteers needed. The more details you can provide potential volunteers, the better!

Please use the questions below to help guide your project proposal. The more detailed information you provide the volunteers the more likely your project will be selected.

Please do not submit this form to the United Way. It is for planning purposes only. Appropriate information should be transferred to the electronic project proposal form accessible through the UW website.

Day of Caring Project Questionnaire

PAINTING

Will painting be inside outside?

What will be painted?

window frames walls floor doors trim railing ceiling
other _____

Description of painting surface?

wood molding plaster cement block metal drywall
other _____

Does the surface need to be scraped or sanded patched or spackled?

Does the surface need to be primed? Yes No

Is the painting area well ventilated? Yes No

Number of rooms _____ and the dimensions of each room _____

Number of window frames _____ do they have mullions? Yes No

Number of doors _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are requested of them.)

If not, please indicate what volunteers will be asked to provide.

Please review the supply check list on the following page to help you plan appropriately.

Painting supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need.

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Painting				
<input type="checkbox"/> Drop Cloths			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Pans			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Rollers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Scraper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Stencil			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paintbrush			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Primer			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sandpaper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scraper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Spackle			<input type="checkbox"/>	<input type="checkbox"/>
Clothes				
<input type="checkbox"/> Long Pants/ Long Sleeves			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Masks			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Work Clothes			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Safety Glasses			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Work Gloves			<input type="checkbox"/>	<input type="checkbox"/>
Ladder				
<input type="checkbox"/> Ladder			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Extension Ladder			<input type="checkbox"/>	<input type="checkbox"/>
Other Supplies				
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Please use the questions below to help guide your project proposal. The more detailed information you provide the volunteers the more likely your project will be selected.

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LANDSCAPING

Type of landscaping?

Mulch Trail maintenance Mowing
 Planting please describe the planting your agency requests (trees, shrubs, flowers, etc.)

Weeding Pruning Building a garden

Level of landscaping task difficulty 1 2 3 4 5 1 being fairly easy and 5 being difficult

Please describe the nature of your agency's landscaping project. _____

Are there any safety concerns for the volunteer workers? Yes No

If yes, please describe the concern and state if it can be alleviated easily. _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are needed.)

If not, please indicate what volunteers will be asked to provide.

Notes: _____

Please review the supply check list on the following page to help you plan appropriately.

Landscaping supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need. (If multiples of these items are needed, perhaps your volunteers can bring their personal items. Discuss this with your team captain))

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Landscaping				
<input type="checkbox"/>	Bulb Planters		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Garden Hoe		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Garden Hose		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Garden Spade		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gravel		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lawn Mower/Gas		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Leaf Blower		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mulch		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pitch Fork		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Plant Clippers		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Plants		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pruners		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rake		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Shovel		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Top Soil		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Trees		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Weed Eater		<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Equipment				
<input type="checkbox"/>	Chain Saw		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wheelbarrow		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Back Hoe		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pickup Truck		<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

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CONSTRUCTION/RENOVATION (Construction type projects may not be feasible depending on the project and the skills necessary)

Will the Construction /Repair be inside outside?

Please describe the nature of your agency's Construction /Repair project.

Will your agency be providing a skilled Crew Chief* on the Day of Caring? Yes No

**(A Crew Chief organizes the volunteer crew(s) during Days of Caring and makes sure assigned tasks are being performed properly and safely.)*

If no, does this project require a volunteer, or volunteers with prior experience of this type of construction or renovation to complete this build? Yes No

Electrical Carpentry Plumbing Masonry General Contractor

Number of individual volunteers needed to complete build. _____

Does your agency have project plans? Yes No

Does this project require a permit? Yes No

If yes, what type(s) of permit(s) and the date these permit(s) will be approved. _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are needed.)

If not, please indicate what volunteers will be asked to provide.

Are there any safety concerns for the volunteer workers? Yes No

If yes, please describe the concern and state if it can be alleviated easily

Please review the supply check list page to help you plan appropriately.

Construction/Renovation supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need.

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Construction/Renovation				
<input type="checkbox"/> Caulk and Caulk Gun			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Circular Saw			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Concrete			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drill			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hammer			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hand Saw			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lumber			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Nails			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pencil/Paper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Safety Glasses			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sandpaper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Screw Driver			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Screws			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sheetrock/Drywall			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Staple Gun			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tape Measure			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Utility Knife			<input type="checkbox"/>	<input type="checkbox"/>
Clothes				
<input type="checkbox"/> Comfortable Clothes			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Long Pants/Long Sleeves			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Work Boots			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Work Clothes			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Work Gloves			<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Equipment				
<input type="checkbox"/> Back Hoe			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cherry Picker			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Extension Ladder			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ladder			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pickup Truck			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Walkie-Talkies			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wheelbarrow			<input type="checkbox"/>	<input type="checkbox"/>
Other Equipment and Supplies				
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

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CLERICAL/CLEANING/ORGANIZING

Please briefly describe the nature of your agency's project

Is the cleaning area well ventilated? Yes No

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Clerical				
<input type="checkbox"/> Computer			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copy Machine			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fax			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> File folders			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Labels			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paperclips			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pens			<input type="checkbox"/>	<input type="checkbox"/>
Cleaning				
<input type="checkbox"/> Bleach			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Broom			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bucket			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mop			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paper Towels			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rags			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rubber Gloves			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Soap			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sponges			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Squeegees			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Towels			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trash Bags			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trash Cans			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Vacuum			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Window Cleaner			<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

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EVENT PROJECT

Please briefly describe the nature of your agency's event

Will your event be held inside outside?

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Event				
<input type="checkbox"/> Art Supplies			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Balloons			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Card Table			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flowers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Games			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Glue			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Helium			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Markers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Material			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ribbon			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scissors			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Streamers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tape			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Food			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drinks			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Party Supplies			<input type="checkbox"/>	<input type="checkbox"/>
Other				
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Notes _____

