

UNITED WAY
DAYS OF CARING
2018
VOLUNTEER/TEAM MANUAL
AND CHECK LIST

**United Way
of Hancock County**
LiveUnitedHancockCounty.org



[UNITED WAY DAYS OF CARING](#)

[Overview](#)

Days of Caring are days of service when local businesses encourage their employees to volunteer at nonprofit agencies and schools throughout the region. Volunteer teams of all sizes tackle meaningful projects addressing community and agency needs.

Days of Caring was established 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.

Participants

Agencies: All participating nonprofit agencies must be located Hancock County. Project sponsor must be a non-profit 501(c) 3 or school, or approved entity. Projects sponsors, such as a for-profit assisted living facility, may submit projects so long as such projects benefit the client. Agencies must submit projects through United Way of Hancock County and not recruit volunteers directly.

Volunteers: Volunteers will be recruited from local businesses and organizations by United Way of Hancock County. Each participating company or organization will provide a volunteer team leader to coordinate a volunteer team, communicate with team members, and communicate with an agency representative. Businesses with multiple projects should assign a team leader at each location. In 2017, over 1,000 volunteers were out in the community, for five days, completing work that agencies/organizations did not have the time, funds or manpower to complete.

Dates: May 7 - 1 pm to 5 pm - Monday
May 8 - 1 pm to 5 pm - Tuesday
May 9 - 1 pm to 5 pm - Wednesday
May 10 - 8 am to noon - Thursday
May 10 - 1 pm to 5 pm - Thursday
May 11 - 1 pm to 5 pm - Friday

Contact Information

For questions regarding Days of Caring, please contact:
Bev Phillips, Community Services Director
United Way of Hancock County
bphillips@uwhancock.org
419-423-1432

Who should get involved?

Companies, small businesses, civic groups, churches and service organizations are encouraged to register a team of volunteers. If you do not have a team, we can still place you on a project.

Forming Your Days of Caring Team:

- Determine a team leader who will be responsible for communicating with United Way, the agency, and the volunteers.
- It is encouraged that large volunteer teams break into smaller teams to staff projects. You may choose to form teams based on department, interest or availability. Please assign a team leader for each smaller team.
- For companies with multiple teams, a United Way Staff member will gladly meet with your volunteer team leaders at your convenience, on site at your facility to discuss strategies for communication and project success.
- Most companies provide "release time" for employees to participate in company-sponsored volunteer activities such as Days of Caring.
- When everyone wants to participate, and not everyone can, conduct a drawing to determine who will volunteer on the Days of Caring, or come up with another creative way to involve employees.
- Use your company e-mail list or internal newsletter to announce your company or organization's participation in the Days of Caring. This is a great way to recruit volunteers. Personalize a Days of Caring recruitment poster to recruit your employees.
- Register your team by completing the "Days of Caring Team Registration and T-Shirt Order Form" on the United Way website at <http://liveunitedhancockcounty.org>. You will provide your team leader, contact information and the estimated number of volunteers you will have for your team, as well as choose the best times to participate. Team registration deadline is at 5:00 p.m. on April 13. *Volunteers registering after that date may not receive a shirt.*

Special Note: United Way will be following up with Back Yard Mission projects that take place on private property that Back Yard Mission could not be completed. Some of these projects need special skills. When signing up there will be a link for register individuals with special skills who are willing to possibly work at a location other than your team assignment. Projects will be vetted and supplies provide for Back Yard Mission projects.

Planning for the day once assignments are given:

- Contact the **Agency Project Coordinator**. Introduce yourself and schedule a pre-event visit (United Way will notify you of that person).
- Visit the site beforehand, when appropriate. This will help you to know exactly what the project will involve, what supplies will be needed, and volunteer details. Look for additional projects. New eyes see new things.
- Communicate with all team members so they know about their project, how to dress, where to meet, what tools to bring and what they will be doing.
- Know where possible overflow projects are being held in case your project is completed and you have ample time to assist another project. Most of these are outside at parks.
- Communicate the importance of upholding their commitment to the assigned agency. When you receive your project, the agency is counting on all of your volunteers.
- Arrange for team t-shirts. (This is optional, but will help identify your group in pictures, including those taken by the media.) **Teams requesting shirts must have shirt count and sizes submitted by noon April 13.** (Additional team members could possibly be added after that date, but no shirts will be available.)
- Procure supplies/safety gear requested by the agency if applicable.
- Work with the agency to develop a rain strategy. How will you contact all volunteers if your project is cancelled that day and how will you reschedule? (rescheduling is necessary, the agencies are depending on your commitment)
- Arrange for transportation (carpools, distribute directions, etc.).
- Sign any liability forms requested by agencies in advance if possible. Saves time day of event.
- A roster of volunteers for each project should be prepared. This will help the team captain to locate team members. The roster should then be provided to UW. Please include full name with proper spelling. This list will be used in various ways. Again, please be attentive to the deadline for registering volunteers (noon April 13, 2018). Last minute additions and changes should be reported as they significantly impact final preparations.
- Have an emergency contact plan in place should someone get injured.

Volunteer Checklist

After receiving a confirmation of your project from United Way, contact the agency project coordinator immediately to introduce yourself, to confirm the project's details, and to arrange a site visit. This advance site visit has proven to be beneficial for both sides. Sometimes you will see something that could be done that the agency doesn't see. It will also provide an opportunity to discuss items that could be possibly donated by the volunteer team.

Communicating effectively and frequently with the agency project coordinator will better prepare you for a productive and fun service project, minimizing the potential for unpleasant surprises when you arrive on site. Advance discussions also expedite work start times.

Confirm:

- A time that you can visit the project site prior to the Days of Caring
- The time your team should arrive at the project site
- Supplies required of your team
- Supplies that the agency will provide
- Appropriate clothing
- Skills necessary (especially for construction projects)
- Directions to the project site (not necessarily at the agency)
- How long it will take to get there (especially for the outlying communities or camps)
- Parking details (should you carpool?)
- Food arrangements (Who provides snacks, drinks?)
- Bathroom facilities (for outdoor projects)
- Rain plan (Will your project take place if it's raining? When will you reschedule? How should the agency coordinator contact you if it is raining in the morning? How will you inform your volunteers?)
- That the agency's insurance covers volunteers during your project
- If necessary, when to sign waiver-of-liability forms
- Other details?

Plan for the day:

HAVE FUN! There will be media opportunities during the day. The media will receive project lists and may visit any of the sites. We will do our best to alert you if we know they are coming. Please do not send any press releases for your Days of Caring projects.

- While participating at your project, please remember to maintain the level of professionalism and accountability that you would at your worksite.
- *Please also keep confidential the details of people you meet and circumstances that you encounter during your experience.*
- During Days of Caring, if there are questions about projects, volunteers or more, feel free to contact Beverly Phillips at 419-957-4180 or United Way at 419-423-1432.