

**UNITED WAY
DAYS OF CARING
2019**

**VOLUNTEER/TEAM
INFORMATION
AND CHECK LIST**

REQUIRED READING FOR TEAM LEADS

LIVE UNITED



United Way of Hancock County

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. Project 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 the United Way and not recruit volunteers directly.

Volunteers: Volunteers will be recruited from local businesses and organizations by the United Way. The size of your group and available projects will determine if your group can work at one location or will need to be split. Also, the majority of projects are outdoors. There is no guarantee of indoor nonphysical projects.

- 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.

Dates: **May 6 - 1 pm to 5 pm - Monday**
May 7 - 1 pm to 5 pm - Tuesday
May 8 - 1 pm to 5 pm - Wednesday
May 9 - 8 am to noon - Thursday
May 9 - 1 pm to 5 pm - Thursday
May 10 - 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@uw Hancock.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 or for each location if team is split.
- 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 internally.
- 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 need to provide your team leader, contact information and the estimated number of volunteers you will have for your team, as well as choosing the team's availability. Registration deadline midnight, April 15. *Team add-ons after that date are not eligible to receive a shirt.*
- United Way will schedule your assignment. Please do not self-assign. UW and the project sites/agencies work hard to see that appropriate placement numbers are recorded, and all volunteers can be utilized.

Planning for the day once assignments are given:

- Contact the **Agency Project Coordinator**. Introduce yourself and discuss or schedule a pre-event visit if appropriate keeping in mind that camp assignments will not need a visit. (United Way will notify you of the agency project coordinator).
- Visit the site beforehand, *when appropriate*. This will help you to know exactly what the project will involve, what supplies will be provided or 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 might be 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 your volunteers.
- If you ordered tee shirts, please note that between ordering and distribution most generally they do NOT arrive until right before the event. United Way will inform team captains when ready for pick up.
 - Procure person 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.
- All team captains should have a roster of volunteers reporting to them for each project site. This will help the team captain to know who is on-site. Post event the roster should then be provided to UW. Please include full name with proper spelling and an email address. Last minute additions and changes should be reported to the project lead as changes could significantly impact final preparations. The project lead should email bphillips@uw Hancock with updates.
- Have an emergency contact plan in place should someone get injured.

Volunteer Team Checklist

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:

- If decided necessary with project coordinator schedule 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 work
- If necessary, when to sign waiver-of-liability forms
- Other details?

Please note that if there large groups heading to Camp Berry, notification will be sent to the camp director stating how many will be coming each day. Numerous teams volunteer at the camps, and the type of work is decided each day. You will be assigned upon arrival. Only the total number scheduled will be communicated in advance.

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.