UNITED WAY
DAYS OF CARING
MAY 6 – MAY 10, 2019

Project Development Toolkit

Join us for Days of Caring starting Monday, May 6 through Friday, May 10! We anticipate nearly 800 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, mulch, prepare for events, stain wood, and much more. Read further to learn how your organization can benefit from enthusiastic volunteers available on the Day of Caring.

Volunteers from local businesses and organizations prove once again that they care about our community by reporting to work sites at local nonprofit organizations and public schools to tackle meaningful volunteer projects.

Project registration will take place through April 28.

Days of Caring was established by the 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*](mailto:beverly.phillips@uwhancock.org) *with any questions.*

Developing a Days of Caring Project
Start Early – Don't wait until the last minute to look for projects.

- **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? 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. They are the boots on the ground. 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. They are there to invest their time.

- **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. Once assigned, the recruited volunteers become the volunteers of the agency.

- **Registration is available on our website this year!**

  Once you have determined a project, register your agency and projects by April 28, 2019.

Project Development Worksheet

This is your opportunity to think big and out of the box! Share this form with your staff early on.

➤ **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 could be done that would enrich their lives?

_____
_____

    What activities can you do only with volunteer help?

_____
_____

➤ **What events or fundraising activities does your agency sponsor?**

_____
_____
_____

    What could volunteers do to advance the needs of the activity and how could that be accomplished

_____
_____

➤ **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, light fixtures 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
- Paint parking lines

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 agency which will hopefully generate 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. Working at the local library.

- 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. Many events take place out of doors and are manned by volunteers who do not have to return to their workplace.   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 volunteers available for this type of project, and whether or not materials will be provided. . Or again a great for them to be involved in an off-site Diaper Drive, Personal Care Items Drive, UNDERstanding the need (bringing in underwear for kids that can be distributed to the schools/agencies). Volunteer hours could be utilized by setting up the event, marketing, and collecting; an easy 4 hours.

Please do not submit this form to the United Way.
It is for planning purposes only. Appropriate information can be transferred
to the project request form.

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 ☐ 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				
☐ Drop Cloths			☐	☐
☐ Paint			☐	☐
☐ Paint Pans			☐	☐
☐ Paint Rollers			☐	☐
☐ Paint Scraper			☐	☐
☐ Paint Stencil			☐	☐
☐ Paintbrush			☐	☐
☐ Primer			☐	☐
☐ Sandpaper			☐	☐
☐ Scraper			☐	☐
☐ Spackle			☐	☐
Clothes				
☐ Long Pants/ Long Sleeves			☐	☐
☐ Masks			☐	☐
☐ Work Clothes			☐	☐
☐ Safety Glasses			☐	☐
☐ Work Gloves			☐	☐
Ladder				
☐ Ladder			☐	☐
☐ Extension Ladder			☐	☐
Other Supplies				
☐			☐	☐
☐			☐	☐

Notes: _____
_____
_____
_____

Please use the questions below to help guide your project request.
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.

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

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 /Renovation be ☐ inside ☐ outside?

Please describe the nature of your agency's Construction /Renovation 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				
☐ Caulk and Caulk Gun			☐	☐
☐ Circular Saw			☐	☐
☐ Concrete			☐	☐
☐ Drill			☐	☐
☐ Hammer			☐	☐
☐ Hand Saw			☐	☐
☐ Lumber			☐	☐
☐ Nails			☐	☐
☐ Pencil/Paper			☐	☐
☐ Safety Glasses			☐	☐
☐ Sandpaper			☐	☐
☐ Screw Driver			☐	☐
☐ Screws			☐	☐
☐ Sheetrock/Drywall			☐	☐
☐ Staple Gun			☐	☐
☐ Tape Measure			☐	☐
☐ Utility Knife			☐	☐
Clothes				
☐ Comfortable Clothes			☐	☐
☐ Long Pants/Long Sleeves			☐	☐
☐ Work Boots			☐	☐
☐ Work Clothes			☐	☐
☐ Work Gloves			☐	☐
Miscellaneous Equipment				
☐ Back Hoe			☐	☐
☐ Cherry Picker			☐	☐
☐ Extension Ladder			☐	☐
☐ Ladder			☐	☐
☐ Pickup Truck			☐	☐
☐ Walkie-Talkies			☐	☐
☐ Wheelbarrow			☐	☐
Other Equipment and Supplies				
☐			☐	☐
☐			☐	☐
☐			☐	☐
☐			☐	☐

Notes:_____
_____
_____
_____
_____

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

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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				
☐ Computer			☐	☐
☐ Copy Machine			☐	☐
☐ Fax			☐	☐
☐ File folders			☐	☐
☐ Labels			☐	☐
☐ Paperclips			☐	☐
☐ Pens			☐	☐
Cleaning				
☐ Bleach			☐	☐
☐ Broom			☐	☐
☐ Bucket			☐	☐
☐ Mop			☐	☐
☐ Paper Towels			☐	☐
☐ Rags			☐	☐
☐ Rubber Gloves			☐	☐
☐ Soap			☐	☐
☐ Sponges			☐	☐
☐ Squeegees			☐	☐
☐ Towels			☐	☐
☐ Trash Bags			☐	☐
☐ Trash Cans			☐	☐
☐ Vacuum			☐	☐
☐ Window Cleaner			☐	☐

Notes: _____
_____
_____
_____

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The more detailed information you provide the volunteers the more likely your project will be selected.

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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				
☐ Art Supplies			☐	☐
☐ Balloons			☐	☐
☐ Card Table			☐	☐
☐ Flowers			☐	☐
☐ Games			☐	☐
☐ Glue			☐	☐
☐ Helium			☐	☐
☐ Markers			☐	☐
☐ Material			☐	☐
☐ Ribbon			☐	☐
☐ Scissors			☐	☐
☐ Streamers			☐	☐
☐ Tape			☐	☐
☐ Food			☐	☐
☐ Drinks			☐	☐
☐ Party Supplies			☐	☐
Other				
☐			☐	☐
☐			☐	☐
☐			☐	☐
☐			☐	☐
☐			☐	☐
☐			☐	☐
☐			☐	☐

Notes_____
_____
_____
_____