



## Helpful tidbits for participating agencies

- Make plans now to have all necessary supplies and materials needed to complete the project
- Arrange to have your staff's Agency Day of Caring Coordinator available for the volunteers. If more staff is needed, please make provisions for them to help as needed.
- Provide refreshment and lunch for your volunteers. Liquid refreshments should be provided throughout the day.
- Consider having a basic First Aid Kit at your project site. Please have a can of bug spray available in case volunteers need some as they work outside.
- Consider making posters/banners thanking the volunteers and display them throughout your Agency.
- Please do not swap volunteers with other groups. If there is a concern with your "match," contact Meredith Schafer at 431-0113 and she will be happy to assist you.
- Refrain from asking the company to supply more than they may suggest.
- Secure photo releases from your clients if necessary to respect everyone's privacy.
- Meet with the Volunteer Project Coordinator prior to the Day of Caring and stay in contact to ensure a successful day.
- Invite your company Coordinator to visit your project site ahead of time so there is a clear understanding of the project to be completed.
- Provide maps and clear directions to the project site.
- Set a time for the volunteers to arrive at your project site so that you are ready when they arrive for work to begin.
- Rain date – if it rains, it will be up to each Agency to make arrangements for a make-up date for their project. Work with the company Coordinator to develop an alternative plan.
- Please make arrangements to send at least one representative from your Agency to the Day of Caring Kickoff rally.

### THE DAY OF

- The Agency Project Coordinator should give a brief overview of the Agency so that volunteers can begin working as soon as possible.
- Take before, during and after photographs of your project site. Please share these photographs with United Way and use the photographs in your Agency's thank you efforts and communication efforts.
- Safety is a great concern! Please monitor the work throughout the day – ensuring safety for your volunteers and staff.

- ❑ Make sure the Agency Project Coordinator is located at the project site and is there to greet the volunteers as they arrive. He or she should be available for the volunteers throughout the project.
  - ❑ Please wear your Day of Caring t-shirt on April 23th. This will help identify you to your Volunteer Team.
  - ❑ Follow-up with a thank you letter to your company Coordinator. Be creative if you like, and photographs from the project will add a personal touch.
  - ❑ Be sure to thank businesses that donated supplies, food and materials for your Project.
  - ❑ Remember – Day of Caring volunteers are donors; they are giving of their time and talent to your Agency. Please do everything possible to make their experience rewarding and educational. Work to build long-lasting relationships with these very special volunteers.
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