



GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED™



On behalf of the 2012 Day of Caring (DOC) Committee, we are inviting agencies in Mobile, Washington and Clarke counties to participate in the 2012 Tri-county Day of Caring scheduled for Friday, April 20, 2012. This year, we are recruiting volunteer teams in Mobile, Washington and Clarke counties, making it the largest Day of Caring in United Way of Southwest Alabama's history. This unique event, in its 18th year, celebrates giving, caring and making a difference - something our volunteers do on a continual basis in our community. Plans are currently underway for another successful and rewarding day that will allow donors to see the amazing work of our agencies – up close and personal.

Volunteer teams are being recruited, and we will match each team with projects best suited for their expressed interests. We expect to have approximately 600 - 800 volunteers participating in this year's event; therefore it is important that the Agency Site Coordinator for your agency be prepared, in order to make this a rewarding experience for everyone. Volunteers enjoy spending time in your agency with your clients as well as working hard on projects like reading to children, packaging food, landscaping or painting a service facility, so think outside of the box on the projects you want to submit. The volunteers will be eager to help in any way they can!



Please fill out the **AGENCY PROJECT PROPOSAL FORM** and be sure to send one proposal for each project. This will help the committee as they match the teams on April 2nd. Remember, we are in need of a wide range of projects - from office work to inside and outdoors projects.

We request your participation and commitment to this event. In order to make this Day of Caring a huge success, we ask that your agency:

Identify the project(s) to be completed by the volunteers at your site

Complete the enclosed **AGENCY PROJECT PROPOSAL FORM** and return it to the United Way office by **FRIDAY, MARCH 30, 2012**. Form also available at uwsa.org.

Select a **DOC AGENCY SITE COORDINATOR** (or team) who will be knowledgeable of all aspects of the project(s) and participate by directing the work of the volunteers





Require that your DOC Agency Site Coordinator (or team) attend the Day of Caring Orientation Breakfast on **FRIDAY, APRIL 13, 2012** (location & time to follow) .
IT IS VERY IMPORTANT THAT YOUR AGENCY BE REPRESENTED AT THIS ORIENTATION SINCE YOUR VOLUNTEERS WILL EXPECT TO MEET WHO THEY WILL WORK WITH.

- Have your agency ready for the volunteers to begin the project(s) when they arrive
- Provide the necessary supplies for the project(s)
- Provide your volunteers with a brief overview of your agency programs and how United Way impacts those programs
- Provide beverages throughout the day and if possible - lunch for your volunteers
- Thank each volunteer for making a difference in your agency



To complement your efforts, United Way will:

- Recruit volunteers to complete the identified and approved agency projects
- Match and assign volunteers to agencies prior to DOC
- Provide an orientation breakfast
- Publicize the event and your involvement in the event
- Host a kick-off rally for the event
- Publicize the results of the event
- Publicly thank the volunteers and companies

Please contact Meredith Schafer at 431-0113 or mschafer@uwsa.org with any questions. We look forward to working with you.



Sincerely,

Alan H. Turner II, President & CEO
United Way of Southwest Alabama

