

United Way's

Day of Caring



September 3, 2009

Be the Change. Volunteer.

Day of Caring

Thursday

September 3, 2009

Company Coordinator

Planning Materials

Day of Caring Overview

September 3rd, 2009 marks United Way's 18th annual Day of Caring. Day of Caring is held annually to engage volunteers from local businesses in service to the community and serve as a kick-off to United Way's annual fund-raising campaign. This service event is organized by Hands On Asheville-Buncombe, the volunteer program of United Way.

Campaign Kick-Off will be held on **September 3rd from 7:45-8:45** at Stephens-Lee Center (30 George Washington Carver St). There is no cost to attend this event. Breakfast will not be served.

The role of the Day of Caring Company Coordinator

1. Act as a liaison between United Way, employee volunteers and the nonprofit where your group is placed to volunteer for Day of Caring.
2. Recruit employee volunteers and communicate project details to participants.
3. Confirm project details with Nonprofit Coordinator and attend a site visit at the assigned nonprofit (if applicable).
4. Participate in the Day of Caring project with his/her team. If the Company Coordinator is organizing groups at several different project locations, he/she should assign an employee/volunteer to take a lead role at each project on September 3rd.

Hands On staff does not conduct pre-Day of Caring site visits at project locations. It is the Company Coordinator's responsibility to work directly with the Nonprofit Coordinator to ensure that the project is well organized and executed. The volunteer experience of your team is directly tied to your planning and oversight.

****99% of communication will occur via email. Coordinators must have an email address.*****

Action Steps

End of June	1. You will receive Day of Caring posters in the mail towards the end of June. Generate interest in Day of Caring by hanging up posters. You can personalize the poster with more specific information by affixing a label to the blank space on the bottom of the poster (Avery size #8662 is a good fit).
July 1-10	2. Be on the look out for an email that will arrive during the first week of July. This email will contain specific Day of Caring projects that you will be asked to rank in the order of preference for your group. Please complete the project ranking form by Friday, July 10th. Please keep the following in mind when ranking your project preferences: <ul style="list-style-type: none">• Number of volunteers you are <u>confident</u> that you can recruit• Type of work your co-workers/employees would be interested in doing• Special skills/special needs that your co-workers/employees have• Project times/employee availability Please remember that the majority of projects available during Day of Caring involve manual labor (landscaping, painting, cleaning etc).
July 17	3. Be ready to start recruiting volunteers to participate in your company's Day of Caring project when you receive your project assignment on July 17th. (You may wish to wait to recruit volunteers until the project assignment is confirmed so volunteers know what they are signing up for.)

July 17-31	4. Spread the word about Day of Caring and ask employees to sign up. Once matches have been made, we will email you a volunteer registration form that can be used to collect volunteer registration information.
July 17- August 21	5. Set up a site visit with the Nonprofit Coordinator for your Day of Caring project to confirm project details, tasks, directions to the site, etc. (See below for more information about the site visit.) Site visit should be completed by August 21 st .
July 31	6. Enter volunteer registration information into the provided spreadsheet and email the completed spreadsheet to scatoe@unitedwayabc.org by Friday July 31st. We must have names of actual volunteers by this date. After this date, remaining volunteer slots <u>may</u> be released to the public.
July 31	7. Day of Caring t-shirts can be purchased for \$12 each. You will receive a link to an online order form. T-shirts must be paid for by credit card when the order is placed. The deadline to order t-shirts is Friday, July 31 st . There is no cost to attend the Kick-Off event this year, as breakfast will not be served. Everyone is encouraged to eat a hearty breakfast at home and get the day started with a Kick-Off celebration at the Stephens-Lee Center.
Throughout the planning process	8. Communicate directly with the Nonprofit Coordinator to finalize last minute project details, volunteer cancellations/additions, etc.
August 28- Sept. 2	9. Distribute Kick-Off invitations and t-shirts to employee volunteers. (Shirts and invitations will be dropped off at your business on August 28 th and 31 st .) Remind volunteers to wear their Day of Caring shirts to Kick-Off.
September 3rd	10. Participate in Day of Caring and help with logistics at the project site. <u>Please assist in ensuring that all volunteers sign in on the volunteer roster/waiver.</u> If photographs are taken at your project, please share with United Way by emailing to scatoe@unitedwayabc.org .
September 18th	11. Complete a Day of Caring survey so future improvements can be made.

Site Visit

Good planning is CRITICAL to a successful Day of Caring. Please contact the Nonprofit Coordinator(s) where your employee volunteers will be working as soon as the match is made.

During this phone call, please discuss details about the project and set up a time for an advance site visit with the Nonprofit Project Coordinator. Site visits should be completed by August 21st.

The following should be discussed during site visit:

- **Project details:** Confirm project description, times, clarify driving directions, etc.
- **What to wear:** Protective clothing, closed-toe shoes, etc.
- **What the agency will provide:** (this should include):
 - All disposable materials (paint, cleaning supplies, construction materials, etc)
 - All major tools and equipment needed to complete the project
 - Snacks and water (*suggested*)
 - First aid kit

****Nonprofits **are not** required to provide lunch for volunteers.

- **What volunteers are requested to bring** (this may include):
 - Small non-disposable items they may already own (work gloves, safety glasses, earplugs, shovels, rakes, etc.)
 - Volunteers may wish to bring additional snacks, lunch, water bottle, bug spray, and sunscreen.
 - **Volunteers should not be asked to bring disposable items or anything they do not already own.**
- **Special skills requested:** Determine whether your volunteers can safely perform duties that are described.
- **Power tools/specialized equipment:** If the project involves the use of power tools or specialized equipment, this should have been listed on the project description. During the site visit, if you learn that will involve specialized equipment/power tools and you are not comfortable with it, please let Hands On staff know and we will work to assign your group to a different project.
- **Project Timeframe:** Ensure that the estimated length of project seems accurate based on the number of volunteers and their skills.
- **Number of Volunteers:** Make sure that the number of volunteers requested corresponds to the amount of work to be done, supplies and tools available, space to work, etc. Volunteers should be busy throughout the duration of the project and there should be enough tools for all volunteers to be engaged at the same time.
- **Contingency Plans:** Be sure that the agency has an alternate plan in case tasks cannot be completed because of inclement weather, as Day of Caring projects are not normally cancelled because of rain.

Things to remember

- Volunteers should be asked to perform only those jobs that they feel comfortable and qualified to perform without putting their safety or the safety of others at risk.
- All project tasks should have been clearly described in the project description and at the site visit. If new project tasks are added on the day of the project, use your judgment about the safety and appropriateness of the task and feel free to decline the task if it is not a good fit for your group.
- Volunteers should not operate power tools unless they are trained to do so.
- Volunteers under the age of 18 should not be permitted to use power tools or ladders/scaffolding.

*****If you have additional questions/concerns following the site visit, please call Sarah Catoe at 255-0696 or scatoe@unitedwayabc.org**

Inclement Weather

Each agency is responsible for making its own plans in case of inclement weather. Day of Caring is not *normally* cancelled due to bad weather. Depending on weather conditions, there may be changes to project plans. Outdoor projects may be cancelled and volunteers may be asked to assist with indoor tasks. Please remind volunteers to bring rain gear in the event of projects continuing in rainy weather. If the agency makes changes to projects due to weather forecasts prior to Day of Caring, they should contact you to discuss the details of the change.

September 10th is suggested as an alternate date in case Day of Caring is cancelled due to an unforeseen situation. If Day of Caring is postponed, you should communicate directly with the nonprofit where your group has been placed to determine if the project can be rescheduled for September 10th or another day.

Other Ways to Give Back for Day of Caring

- United Way is sponsoring a School Supply Drive to benefit Big Brothers Big Sisters and Children First. Visit www.handonasheville.org, click on “Day of Caring” and then click on the “School Supply Drive” link to download a flier with more for details and drop-off locations. Donations will be accepted from July 1-24th.
- Employees are also encouraged to donate blood during the week of September 4th. See www.handonasheville.org, “Day of Caring” link for details.

Important Dates

- **July 11th** Deadline to Rank Day of Caring Project Preferences
- **July 18th** Nonprofit and Company groups are notified of matches
- **July 31st** Volunteer Registration spreadsheet due (paper forms **will not** be processed)
- **August 21st** Site visits with Nonprofit Coordinator/s completed
- **Aug 28 & 31** T-shirts/Kick-Off invitations delivered
- **September 3rd** Day of Caring
- **September 10th** Suggested date in case rescheduling is necessary

Contact Information

If you have questions regarding Day of Caring, please contact:

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United Way of Asheville
and Buncombe County



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