

United Way of Central Virginia Day of Caring

# VOLUNTEER PLANNING GUIDE



## STEP 1: GET STARTED

- Register for Day of Caring at [unitedwaycv.org](http://unitedwaycv.org)
- Appoint 1 person to be the liaison between your volunteer group/company and United Way of Central Virginia.
- Recruit team members through newsletters, employee meetings, church meetings, e-blasts, etc.

## STEP 2: FORM TEAMS

- Group volunteers together by department, project interests, those who work well together, friendships, etc.  
**Small teams are better!**
- Each project group will then pick a team captain who will be responsible for communicating with the agency where the project will take place. However, there should still be only ONE person who will communicate with United Way throughout the planning process.

## STEP 3: SELECT PROJECTS

**The project listing will go live on United Way's website - [unitedwaycv.org](http://unitedwaycv.org) - Monday, March 22, 2010,** and project selection will begin at that time. Remember these things when selecting projects:

- Projects are first come, first served and they go quickly! Choose early!
- Pay attention to project descriptions and materials - if materials are listed, YOU are being asked to provide those materials!
- Project selections are made through the United Way website only.
- Fill out a separate project selection form for each project. If you want 4 projects, submit 4 project forms!
- Large teams are not recommended because most projects request 4-6 volunteers.
- Select projects at [www.unitedwaycv.org/](http://www.unitedwaycv.org/)
- Upon selection, you will receive an automated email message confirming that your project request has been received.
- You can check your company's/group's selected and confirmed projects through the volunteer info page on the United Way Day of Caring website by selecting your organization's name.

## STEP 4: PLAN FOR PROJECT EXECUTION

- **Attend the Matching Breakfast!** United Way organizes and coordinates a Matching Breakfast before Day of Caring to facilitate meetings between you and your agency counterparts, **however, in many cases, you will need to start planning for your project(s) before the Matching Breakfast. Date of Matching Breakfast is April 30, 2010.** RSVP on United Way's website.
- ☐ It is the customary thing-to-do to contact the agency where your project takes place once it has been confirmed by United Way. That way, they know someone's picked them, and they can start planning, too.

Here are some questions you should ask the agency:

- ☐ What skills are necessary to complete the project?
- ☐ What tools **including safety equipment** will be required?
- ☐ What is the appropriate dress?
- ☐ Who will supply the materials to complete the project?
- ☐ Where is the project site? (Sometimes project sites are not at the agency site.)
- ☐ Should volunteers pack a lunch?
- ☐ What is the plan should inclement weather occur?
- ☐ When can the volunteers visit the project site prior to Day of Caring? (highly recommended)
- ☐ Readjust your volunteer needs or project execution plan, if necessary, after asking the above questions and speaking with the agency.
- ☐ Collect and organize any materials for which you are responsible. It may prove most efficient to deliver the materials to your work site prior to Day of Caring. Some local stores and national building supply companies may be willing to donate materials for your use.
- ☐ Notify your company's marketing department so they can plan to document your day!
- ☐ Communicate with your volunteer team! Hold a meeting at least a week prior to Day of Caring to go over in detail what the project entails and what the expectations for the day of the event will be. This is a great opportunity to hand out Day of Caring t-shirts if you purchased them this year.

## STEP 5: DAY OF CARING T-SHIRTS

- Day of Caring t-shirts will be available to volunteers through the United Way website - [www.unitedwaycv.org](http://www.unitedwaycv.org). Each shirt will be \$5 (\$6 for XXL and \$7 for XXXL), and United Way will invoice the purchaser after Day of Caring.
- If you order shirts, they will be distributed at the Matching Breakfast (April 30, 2010).

## STEP 6: DAY OF CARING LUNCH

- Each year, United Way plans a delicious meal for all volunteers and agency staff in appreciation for all your hard work involved in making Day of Caring a success. And you don't have to pay a thing! Just make sure you **RSVP to attend so we can feed everyone!** You will be notified when the link is live and can RSVP for your group on United Way's website.
- The lunch takes place at Lynchburg City Stadium from 11:30 AM - 1:30 PM. Please join us!

## STEP 7: THE WEEK BEFORE - LAST MINUTE DETAILS

- Make sure all volunteers have signed the Liability and Photo Release form that is available for download from United Way's website. **All volunteers must sign this form before participating in any Day of Caring activity.** Fax, mail or e-mail all signed release forms to United Way by May 10, 2010.
- Go over the required materials list once more and purchase anything you have left to buy. Deliver these to the project site during this week if possible. It will give you more time to actually work on the project on Day of Caring.
- If you haven't already completed a site visit to the project location, please do so. It's always better to see the project site so you can avoid any misperceptions you may have about the project and the resources available to you.

## STEP 8: DAY OF CARING!

- Be ready to work hard and play hard! Day of Caring is about helping others and having fun!**

**THANK  
YOU!**

