

# AGENCY PLANNING GUIDE



## STEP 1: GET INVOLVED

- Register for Day of Caring at [unitedwaycv.org](http://unitedwaycv.org). Click on the Day of Caring logo on the home page, and then find the link that says "Register".
- Appoint 1 person to be the liaison between your agency and United Way of Central Virginia.

## STEP 2: DEVELOP YOUR PROJECTS

- ▶ **All projects should adhere to these guidelines:**
  - All projects must be completed in one day.
  - Requested project materials must be reasonable.
  - All projects must be coordinated by an Agency Project Coordinator (an agency staff person or board member) who will oversee the project from planning phase through completion.
  - Projects must benefit a 501(c)(3) non-profit agency (or agencies). Projects for an individual must be submitted by a case worker through an agency.
  - All projects are subject to the review and evaluation by the Day of Caring Committee.
- ▶ Submit as many projects as you can come up with! But keep in mind, volunteers prefer "hands-on" activities. **"Projects" requesting monetary donations will not be accepted.** However, requests for clothing, food bank stock or similar items are acceptable and are often chosen.

## STEP 3: PROJECT SUBMISSION & SELECTION

- In order to be included in the first project listing, projects must be submitted by March 16, 2009.** Projects can be submitted after the 16th, but they are not guaranteed to be on the first list that goes out to volunteers.
- Submit projects on United Way's website. Go to the Day of Caring homepage and find the link to "Submit Projects". Fill out one project form per project. This is the only way to submit your projects! Please do not fax in old project forms.
- ▶ The Project Listing will go live on March 20, 2009. Projects are selected rapidly on this date, so United Way recommends getting your projects in by the deadline above for the best chance of having your projects selected.

## STEP 3: PROJECTS CONT.

➤ **All projects must include the following information:**

- Name of project, agency and project coordinator
  - Contact info for the project coordinator, especially an email address
  - Detailed description of the project (more details = more likely to be chosen)
  - Address of project location
  - List of materials, tools and equipment that volunteers will provide
  - Estimated number of volunteers needed to complete the project
  - Time of project
- With each project submission, you will receive an automated email from United Way so you know the project has been successfully submitted. Approved projects will appear on your agency's Day of Caring page on the United Way website. To access this page, go to the Day of Caring portion of the United Way website, find the link for Agency Info, and then find your agency's name listed on the page. Click on your agency's name and you will be directed to a page that lists Day of Caring information pertaining to you.
- If you are not able to submit projects by March 16, you have until April 15, 2009 to submit projects. After that date, however, it is unlikely that a new project will be selected by volunteers.
- **When a project is selected**, your agency page will reflect that it has been chosen. Also, your project will be removed from the project listing so other groups do not attempt to select a chosen project.
- Unselected projects will be considered for completion on Youth Day of Caring and will be held in a project pool for volunteers wanting to help out at other times during the year.

## STEP 4: DAY OF CARING T-SHIRTS

- Agencies can order Day of Caring t-shirts through the United Way website at no charge - [www.unitedwaycv.org](http://www.unitedwaycv.org).
- If you order shirts, they will be distributed at the Matching Breakfast (May 1, 2009).

## STEP 5: PROJECT PLANNING DETAILS

- Planning and effective communication are the keys to a successful Day of Caring. Below are some things to consider and some helpful tips:
  - □ If you think you might be short-staffed on Day of Caring, ask a board member or other star volunteer to serve as a Project Coordinator instead of a staff member.
  - Establish a rain date for your projects that is acceptable for your volunteers.
  - Think of additional projects that volunteers could help with if they finish up early. They like to stay busy and productive!
  - Make sure your staff have signed the Liability and Release form. If you haven't already done so, have your clients sign a release form, so when media arrive on Day of Caring, everyone can be filmed!
  - Communicate with clients and staff about your Day of Caring plans. No one likes to feel like something has been sprung on them!
  - Prepare a great first aid kit for each project site including band-aids, aspirin, ice packs, bandages, a bee-sting kit, etc. Always be prepared!
  - Communicate with volunteers about materials, tools and equipment for each project! It'd be a shame to spend time on Day of Caring trying to find appropriate materials that were not secured leading up to the event!
  - Last but not least, **attend the Matching Breakfast on May 1, 2009! (details below)**

## STEP 6: THE MATCHING BREAKFAST

- The Matching Breakfast provides a time and place for you to meet with your volunteer team leaders to go over project details and coordination. Attendance is free. The Matching Breakfast is scheduled for May 1, 2009.
- Bring enough staff to be able to efficiently speak with each of the volunteers about their respective projects.
- Bring project descriptions and material lists so everyone will be on the same page.
- RSVP for the breakfast on the United Way website. There is a link from the Day of Caring page.
- You should make contact with your volunteers before this point, especially if your projects are very involved. If you are unable to attend the breakfast, it is imperative that you designate another time and place to meet with the volunteers and work out all the remaining details. United Way recommends scheduling a site visit where volunteers meet with you at the site of the project. This will really help to ensure Day of Caring goes smoothly!

## STEP 7: DAY OF CARING!

- ▶ **It's finally here! The day we've all been waiting for. Here are some final tips and suggestions to ensure a great day:**
  - Allow for set up and clean up times, and be ready for the volunteers when they arrive.
  - Orient the volunteers to your agency. Welcome them. Have staff wear name-tags. Offer name-tags to volunteers. Tell them what you do and how you make our community a better place. Show them where the restrooms are and where the refreshments are.
  - Be accessible! Volunteers will have questions and will need to find extra tools and resources.
  - Place trash cans in very visible areas.
  - Join us between 11:30 AM and 1:30 PM for a free lunch at City Stadium. This is our way of thanking you and the volunteers for all that you do to make our community a wonderful place for all to live! RSVP for lunch through the Day of Caring portion of the United Way website.
  - Document the day! Take lots of pictures of your volunteers. Please send them to United Way so we can have a copy, too.
  - After Day of Caring, send thank you notes to your volunteers. Some agencies have even presented the volunteers with a nice framed picture of clients enjoying the completed project or a picture of the volunteers helping out. These thoughtful gestures go a long way!
- ▶ If you need to get in touch with Nikole Branch at any time during the day, please call the United Way office at (434) 846-8467.
- HAVE FUN!

# THANK YOU!

