

2018 Annual Day of Caring



**A guide for
Project Managers**

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Timelines and Deadlines

2018 Day of Caring Timeline for Nonprofits

June 1st and June 8th: Lunch and Learn Meetings

June 18th:

Volunteer Portal Opens to Register Projects

Mini Grant Application Becomes Available

July 13th:

Deadline for Submitting Mini-Grant Application

Optional T-Shirt Order Forms Are Due

July 23rd: Project Registration becomes available to Volunteers

September 14th: 24th Annual Day of Caring!



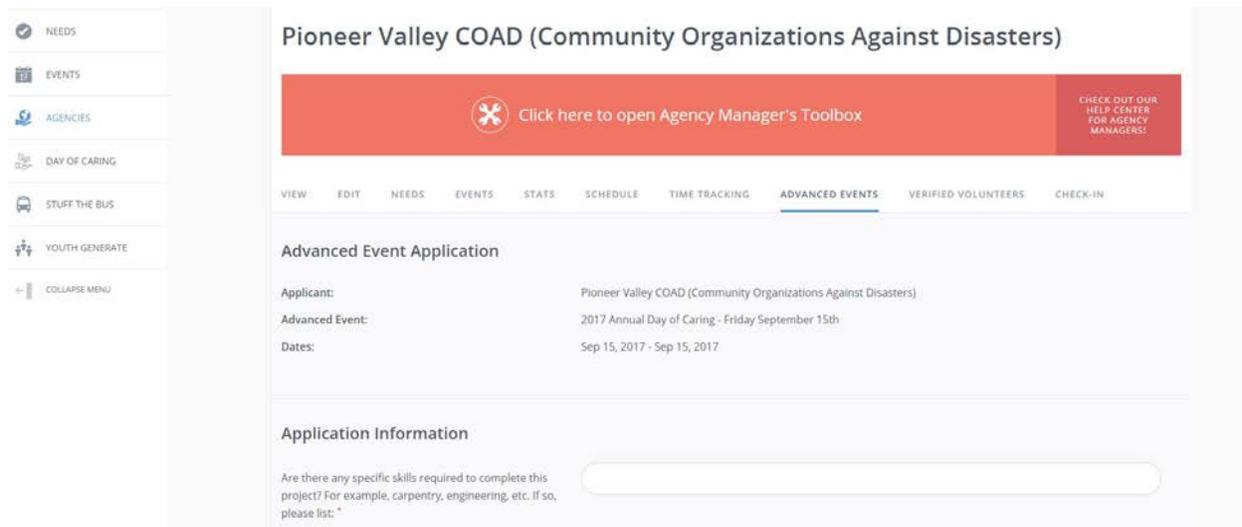
Volunteer Expectations

- Attend one of the Lunch and Learn sessions scheduled on May 25th and June 1st
- Comply with deadlines concerning Sponsorship Packages, T-Shirt Order Forms, and Media and Liability Release Forms
- Work with United Way of Pioneer Valley to promote Day of Caring through Social Media, Website, etc.
- The Volunteer Coordinator at each company will disseminate information effectively and efficiently to employees who are volunteering for Day of Caring.
- The Volunteer Coordinator at each company will ensure that all volunteers have signed and submitted their Media and Liability Forms
- The Volunteer Coordinator at each company will maintain contact between United Way Staff, as well as the Project Coordinator at the Nonprofit Agency they are volunteering with and notify both parties of immediate changes leading up to Day of Caring.

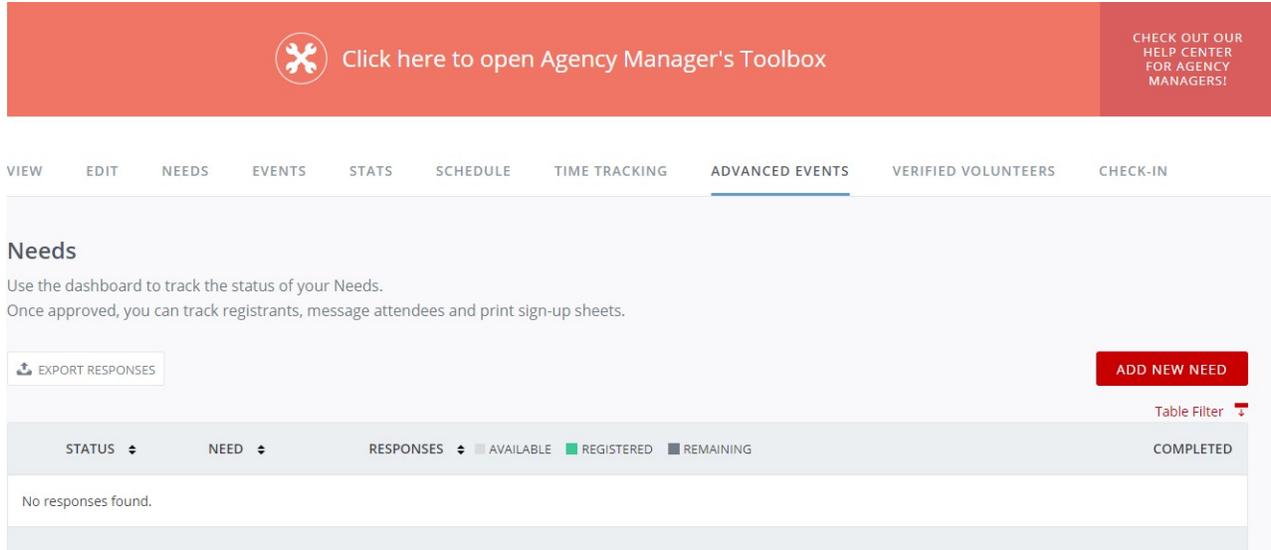
Nonprofit Agency Expectations

- Attend one of the Lunch and Learn sessions scheduled on June 1st and June 8th
- Comply with deadlines concerning Mini-Grants, T-Shirt Order Forms, and Media and Liability Release Forms
- Work with United Way of Pioneer Valley to promote Day of Caring through Social Media, Website, etc.
- The Project Organizer at each agency will disseminate information effectively and efficiently to staff responsible for managing each Day of Caring Project taking place at the agency.
- The Volunteer Coordinator at each company will maintain contact between Chris Woods at United Way, as well as the Project Coordinator at the Nonprofit Agency they are volunteering with and notify both parties of immediate changes leading up to Day of Caring.

Registering for Day of Caring Projects



After signing into the UWPV Volunteer Portal, click under the Advanced Events Tab on the center menu of your screen. You will be asked to fill out a brief questionnaire before being able to submit your Day of Caring Project.



After completing the questionnaire, you will be able to submit your Day of Caring project by clicking on the red “Add New Need” button. Once submitted and approved, your project will be available to Day of Caring participants **after** July 23rd.

2018 United Way Day of Caring Media Release & Liability Form

Agency: _____ Team Leader's Name: _____
Your name: _____
Day Phone: _____ E-mail Address: _____
Emergency Contact: _____ Relationship: _____
Emergency Contact's Day Phone: _____

LIABILITY RELEASE - I hereby release, indemnify and hold harmless the United Way of Pioneer Valley, the organizer, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence), in conjunction with the *2018 Day of Caring* event on **Friday, September 14, 2018**. I likewise hold harmless for liability any person transporting me to or from any United Way activity.

Signature _____ Date: _____

COMMUNICATIONS RELEASE - I hereby give to the United Way of Pioneer Valley, to its nominees, agents and assigns, my free and unlimited consent and permission, waiving all claims for any compensation by reason thereof or for damages by reason thereof, to use, publish or exhibit in the furtherance of its work, with or without identification of me by name, the photographs, videos, or statements taken on **Friday September 14, 2018** and to disseminate statements referring to me in conjunction therewith if the United Way of Pioneer Valley so desires and to authorize any media, company or other organization to use, publish, republish or exhibit said photograph with or without identification of me by name and to publish or disseminate statements referring to me in conjunction therewith in the promotion of the United Way of Pioneer Valley and any of its fund campaigns or any of its activities.

Signature _____ Date: _____

**Please Email Media Release and Liability Forms to
cwoods@uwpv.org OR fax to 413-788-4130**

LIVE UNITED.

2018 United Way Day of Caring Volunteer T-Shirt Order Form

Agency Name: _____

Day of Caring T-Shirt Contact Name(s):

Address:

Phone Number: _____

Email: _____

Filing out and returning this order form will help us facilitate your t-shirt size needs. Agency T-Shirts will help identify you as agency managers to your volunteers on Day of Caring. Multiple shirts can be ordered if you have multiple agency managers for that specific day.

Small: _____
Medium: _____
Large: _____
XL: _____
XXL: _____

Please e-mail, fax, or scan this T-Shirt order form **no later than July 13th 2018**

**Please Email the T-Shirt Order Form to
cwoods@uwpv.org OR fax to 413-788-4130**

LIVE UNITED.

United Way Day of Caring Frequently Asked Questions

Q. Can I register for DOC if I have never partnered with UWPV before?

A. Yes, you can register as a host organization or as a company. However, you would need to contact the UWPV contact first to receive the link for the event.

Q. What type of agencies can host volunteer projects for DOC?

A. Any agency that is a 501c3 community-based organization can register a profile to post DOC projects. If an organization does not qualify, its profile registration will be denied and contact information to inquire further will be provided to the registrant.

Q: In the past, team leaders and individuals sent our top three preferences for projects, time slots, cities, etc... to United Way, then you matched our teams to projects. How will you match us now?

A. Thanks to our online Volunteer Connector, United Way will not make the matches anymore...You Will! When the team leader or individual goes in to look for projects, they can use the "keyword" search to find projects using words like "Painting," "Camp," or "Holyoke." Once you select the project, an e-mail is generated to you and to the agency contact, with all of your contact information so you can stay connected. The team leaders and the agency should still contact each other in advance of the DOC, just as in past years.

Q: What if I don't want to have my company's logo on a t-shirt but still want to participate in DOC – do we have to make a financial contribution to sponsor?

A. Sponsorship forms are for sponsorships made through financial contributions. This form of sponsorship allows the sponsoring entity's logo to be printed on the back of DOC t-shirts. This form of sponsorship is not required for participation in DOC either as an agency providing projects, or as a corporation with employees seeking to volunteer.

Q: I see a project that'll be great for my team, but it requires a team of 10 people and I only have six, including myself, should I select it?

A. Yes, register your team of six! The Get Connected portal will automatically update the project to show that there are four volunteers still needed for that project.

United Way Day of Caring Frequently Asked Questions

Q: Each year, we go to the same agency with my team of 15, but this year that agency is requesting only 6 people, and your Get Connected portal will not allow me to register all 15. Should I call that agency?

A. We recommend that you do not call that agency, but see if there is another opportunity where a team of 15 people are needed. Since the agencies themselves registered the projects, they may feel pressured to take on 9 extra people that they didn't ask for. If you do decide to call them, please keep in mind that they may lack the resources to take more than twice as many people, such as materials, food, and supervisors, and may not have enough work for 15 people.

Q: I see a great project that needs a team of eight, but I have 10 people on my team, may I still register for the project?

A. The Get Connected portal will not allow a team of 10 to register, when only eight people are requested for the project. Please select another project that will fit the size of your team.

Q: Some of my regular team members are on vacation, should I wait to select a project until they come back?

A. Although project registration and selection is open until August 29th, it depends on when your team members get back and how picky you'll be about the project. If you know in advance what you're interested in, make the selection. Waiting too long could have you miss out altogether.

Q: Another team signed-up for a project first, now what?

A. Please select another project. The spirit of the DOC is to learn about the many agencies throughout our area, and how they use resources from your company's campaign to help the people in our communities. Any agency's project you select will be very grateful for your presence, because they appreciate the opportunity to teach you more about what they do.

Q: How do I find half-day projects?

A: Try looking for projects first by using keywords, such as "half-day" for the type of project that you want, then looking to see which ones are half-day projects. If you don't find half-day projects, then select "Suggest a Time Slot" option that goes directly to the agency, and they will determine if they will allow your team to