

2018 Annual Day of Caring



**A guide for
Volunteer Teams**

Contents

Timelines and Deadlines _____ Page 3

Volunteer Expectations _____ Page 4

Non-Profit Expectations _____ Page 4

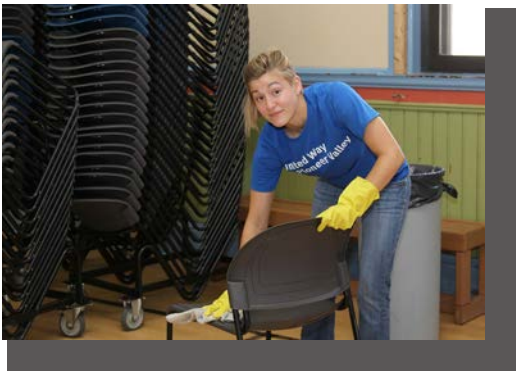
How to Register for Projects _____ Page 5

Company T-Shirt Order Form _____ Page 6

Media Release and Liability Forms _____ Page 7

2018 Day of Caring Sponsorship Package _____ Page 8

FAQ _____ Page 9 and 10



Timelines and Deadlines

2018 Day of Caring Timeline for Volunteers

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

June 15th: Deadline for Submitting Sponsorship Form with Invoice and Company Logo

July 16th: Project Registration begins for Major Sponsors

July 23rd: Project Registration begins for Non-Sponsor Companies

July 30th: Deadline for Submitting T-Shirt Order Form

September 3rd-7th: T-Shirts delivered directly to companies

September 7th: Media and Liability Release Forms are due

September 14th: 24th Annual Day of Caring!



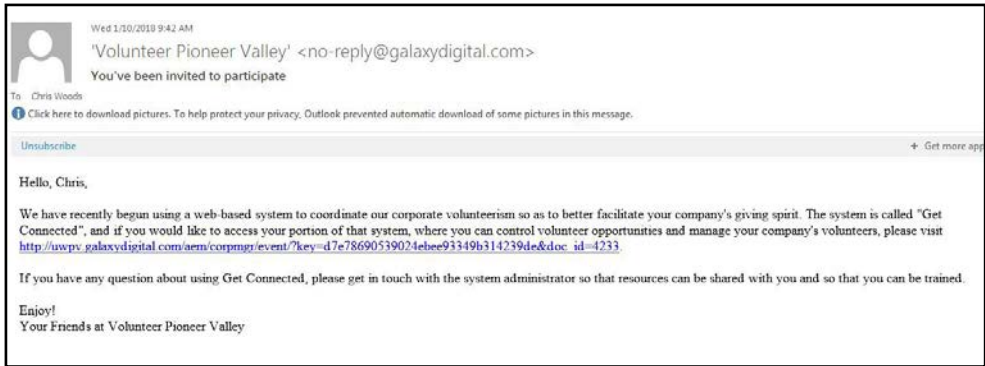
Volunteer Expectations

- Attend one of the Lunch and Learn sessions scheduled on June 1st or June 8th
- 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

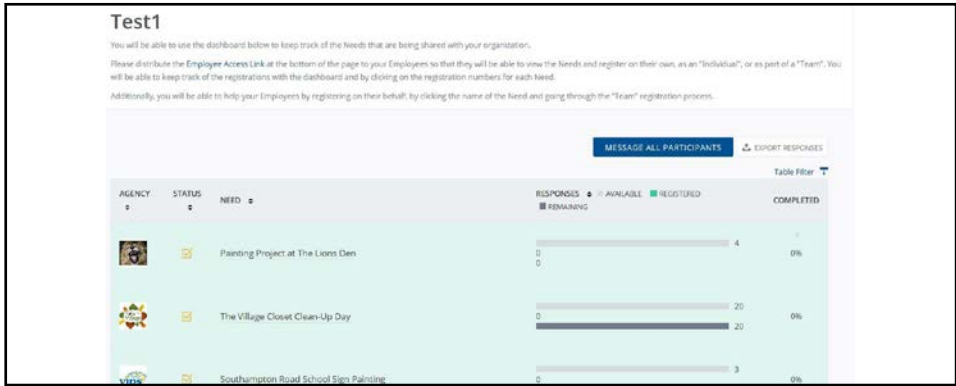
- Attend one of the Lunch and Learn sessions scheduled on May 25th and June 1st
- Comply with deadlines concerning Mini-Grants, T-Shirt Order Forms, and Media and Liability Release Forms
- Work with United Way of Pioneer Valley to promote Day of Caring through Social Media, Website, etc.
- The Project 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



When registration is open, the Volunteer Coordinator at each company will receive a notification email with a link that takes them to the available Day of Caring Projects.

If you **do not** receive an email by July 23rd, please check your junk mail, or contact Chris Woods This link can be sent out to all of your employees to allow them to register for projects



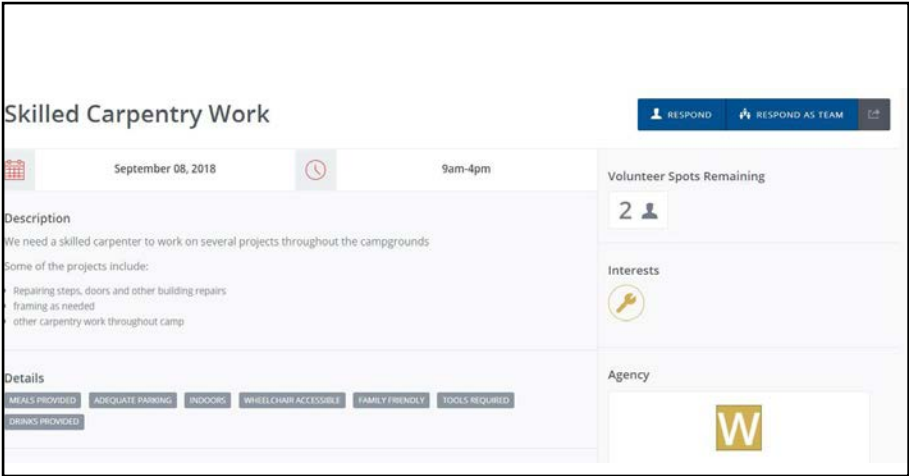
You will be brought to a page similar to this. It contains projects that are available, as well as projects that are full.

Clicking on a project will provide you with a detailed description of the project.

You have 2 options for responding to projects.

"Respond" registers you individually as a volunteer

"Respond as a Team" allows you to register multiple individuals up to the maximum number of volunteers needed.



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

Company Name: _____

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

T-Shirt Delivery Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

E-mail: _____

Filling out and returning this order form will help us facilitate your t-shirt size needs. Please note that t-shirt sizes will not be counted after August 1st. T-shirts will be shipped directly to you from the company who prints them. Orders are due to United Way of Pioneer Valley by July 31, 2017.

Therefore, my company needs the following t-shirt sizes:

_____ #Small

_____ #Medium

_____ #Large

_____ #X Large

_____ #XX Large

_____ #XXX Large

Total #of t-shirts: _____

Number of t-shirts ordered should match the number of people on your team(s).

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

LIVE UNITED.

2018 United Way Day of Caring Media Release & Liability Form

Company: _____ 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 Corporate Sponsorship Package

\$5,000 and above – Presenting Sponsor

- o Logo recognition on United Way Get Connected Portal from June 15 – September 30, 2018
- o Company logo and recognition on Day of Caring marketing materials, including Day of Caring Guides (for Volunteer Teams & Nonprofits), press releases, etc.
- o Company name & logo on DOC T-shirts, at presenting sponsor level
- o Company name, logo, and link featured on the Day of Caring page of the United Way website (www.uwpv.org)
- o Social media mentions throughout the year
- o Priority photo opportunities and media coverage
- o Opportunity to select project sites (5) business days prior to all other DOC selections
- o Recognition on 2018-19 Annual Report

\$2,500 – Major Sponsor

- o Company name & logo on DOC T-shirts, at major sponsor level
- o Company name, logo, and link featured on Day of Caring page of the United Way website (www.uwpv.org)
- o Social media mentions leading up to and immediately following Day of Caring
- o Opportunity to select project sites (3) business days prior to all other DOC selections
- o Priority photo opportunities and media coverage
- o Recognition on 2018-19 Annual Report

\$1,000 – Supporting Sponsor

- o Company logo on DOC T-shirts, at supporting sponsor level
- o Company name featured on Day of Caring page of the United Way website (www.uwpv.org)
- o Social media mentions leading up to Day of Caring
- o Priority photo opportunities
- o Opportunity to select project sites (2) business days prior to all other DOC selections

\$500 - Partner

- o Company logo on DOC T-shirts, at partner level
- o Company name featured on Day of Caring page of United Way website (www.uwpv.org)
- o Social media mentions on Day of Caring
- o Opportunity to select project sites (1) business day prior to all other DOC selections

Sponsorship Forms Due June 15th, 2018

Please Send **Company Name, Check, and Logo** to Chris Woods

cwoods@uwpv.org 413-693-0236

1441 Main Street, Suite 147 Springfield MA 01103

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 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 work a different time slot.