

## Day of Caring

### *Important Information for Agencies*



#### **Project Idea Leads:**

- What is your agency mission?
- What are some of your current and ongoing volunteer opportunities?
- What's on your dream list of things to accomplish? Can a group of volunteers help you with this?
- Is there anything that can highlight your mission?
- Can volunteers interact with your clients?
- Are there any specific skills that would be helpful (i.e. marketing to create a brochure, construction for a small building project, legal for a MOU or contract)?
- Do you have any events on or around the Day of Caring?

#### **How to write your project description:**

- Choose an informative yet catchy title (not "Volunteers Needed!")
- Describe the need you want the volunteer to accomplish
- What will your volunteers do to fulfill the need?
- What can your volunteers expect? (Examples: Will food/drinks be provided? What should they wear? Will there be training and/or supervision? )
- Call to action: invite them to register for your project.

#### **How to enter your projects on the website:**

- 1) Login to the website as usual.
- 2) Click on the grey Advanced Events tab.
- 3) Agree to the terms and enter each project individually
- 4) They will be made available when approved by United Way
- 5) The website will guide you through all the needed information, but here are a couple tips!
  - Make sure you choose to allow "Group Registration"
  - If your project is longer than a half day (3-4 hours) you will need to provide lunch
  - Make sure you include if they need any tools or materials. Most projects do not ask for this, but it is allowed.
  - Do you have a rain plan?

#### **Following up with your volunteers:**

- Contact and thank them upon registration
- Run through plans for the day with them
- Check in on the size of their team
- Touch base as the project approaches (1-2 weeks out) and right before the Day of Caring.

**United Way**

[www.nwivolunteer.org](http://www.nwivolunteer.org)

