

UNITED WAY

 **VOLUNTEER ENGAGEMENT**

Day of Caring 2016

Sue Driscoll, Manager of Volunteer Engagement

Kayla Paulson, 55+ Coordinator

Objectives

- Understand the purpose of Day of Caring
- Be knowledgeable about partnership responsibilities
- Leave with tips for a successful day
- Brainstorm ideas for impactful projects/team building opportunities
- How the online system works
- Be aware of deadlines

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Purpose of Day of Caring

- Bring people together to improve lives and strengthen communities through volunteering
- Businesses, organizations and United Way partner to make a difference
- A way for more volunteers to advance work in Education, Financial Stability and Health

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Partnership

- Benefits
- Roles and responsibilities
- Create positive experience



United Way Responsibilities

- Planning, administration and evaluation of Day of Caring
- Recruiting companies and volunteers
- Training agencies and company coordinators
- Providing best practices and resources
- Media coverage

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Agency Responsibilities

- Submit projects through online system
- Provide necessary tools and materials to complete projects
- Provide snacks/lunch when possible
- Meet with company project leader prior
- Obtain waivers/photo releases from all volunteers
- Assign project coordinator for each site

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Company Responsibilities

- Designate project leads
- Register volunteers through Volunteer Now site
- Meet with agency project lead prior to DOC
- Consistent communication to volunteers

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Project Brainstorming

Brainstorm with staff

- What is on your wish list
 - Dream Big Activity
 - Bazillion Dollars for Consultants
 - We could do more if ...
- Project ideas in Agency Leader Manual
- Google

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Project Ideas

- BUILD - Playground, park bench, raised garden, or ramp
- ORGANIZE - Toys, food pantry, supplies, or books
- PLANT - Landscaping, yard clean-up, prepare and plant community gardens
- COMPILE - Emergency medical kits, literacy kits, personal hygiene kits, or summer program packets
- ENTERTAIN & ENGAGE - Assist clients with grocery shopping, play games, do a presentation/skit, or read

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Innovative Project Ideas



- MARKETING & COMMUNICATION – Brochure, Newsletter, Client materials, website, etc.
- IT & NETWORK – Train staff, Install software & comp. maint., Set-up additional workstations, Database, etc.
- HR – Employee/volunteer manuals, New emp./vol. orientation, HR 101 for Mgmt. staff, etc.
- TRANS LOG & MANUFACTURING PROCESS IMPROVEMENT
- TRAINING – What skills do your staff want to learn that companies have? What can they do for your clients?

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Questions to Ask

- How many volunteers are needed?
 - Can we have a menu of mini projects to allow a larger group to volunteer?
- What volunteer skills are required for the project?
- How long or how many volunteer hours will it take to complete the project?
- What is the best time for the project to be completed (a.m. or p.m. or full day)?
- Do volunteers need to bring additional tools?

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www.uweci.org/volunteernow

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

Presenting Sponsor
Rockwell Collins

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United Way
United Way of East Central Iowa

DASHBOARD
OPPORTUNITIES
EVENTS
AGENCIES
COLLAPSE MENU

Login

f SIGN UP WITH FACEBOOK
Haven't signed up yet? [Click here](#)

sue.driscoll@uweci.org

.....

LOGIN

Remember me
[Forgot your password?](#)

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RETURN TO OUR WEBSITE MANAGER **MY AGENCY** [Calendar Icon] [Bar Chart Icon] [Bell Icon] [Profile Icon] [Help Icon]


United Way of East Central Iowa

Click here to open Agency Manager's Toolbox

WHAT IS AN "INTEREST" IN GET CONNECTED? LEARN MORE HERE!

VIEW **EDIT** OPPORTUNITIES EVENTS STATS TIME TRACKING **ADVANCED EVENTS** DISASTER RESPONSE

Agency Logo



Upload your logo
Image should be at least 540px by 540px

UPLOAD LOGO REMOVE

Agency Managers

Enter Name or Email

DRISCOLL, SUE ★

**Agency
Advance Event**

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of East Central Iowa

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Collins**

DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

COLLAPSE MENU

Agency Manager > Advanced Events > Day of Caring 2016 TEST

United Way of East Central Iowa



Click here to open Agency Manager's Toolbox

WHAT IS AN
"INTEREST" IN
GET CONNECTED?
LEARN MORE
HERE!

VIEW EDIT OPPORTUNITIES EVENTS STATS TIME TRACKING **ADVANCED EVENTS** DISASTER RESPONSE

Opportunities

Use the dashboard to track the status of your Opportunities.
Once approved, you can track registrants, message attendees and print sign-up sheets.

EXPORT RESPONSES

ADD NEW OPPORTUNITY

**Day of Caring 2016
Add Opportunity**



- [DASHBOARD](#)
- [OPPORTUNITIES](#)
- [EVENTS](#)
- [AGENCIES](#)
- [COLLAPSE MENU](#)

Basic Information

Title *

Interests & Abilities * ▼

PHYSICAL LABOR ★X

Date *

Registration Closed Date

Hours *

Duration

Volunteers

of Volunteers *

Allow Team Registration? Yes No

Minimum Volunteer Age

Minor Requires Adult? Yes No

Additional Information

Outdoors Yes No

Inclement Weather Plan

COMPLETE ALL THE REQUIRED FIELDS

The screenshot shows a web form for creating a volunteer opportunity. The left sidebar contains navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, AGENCIES, and COLLAPSE MENU. The main content area is titled "Location" and includes several input fields: "Address *" (circled in orange), "Address Line 2", "City" (filled with "Cedar Rapids"), "State" (dropdown menu showing "IA"), and "Zip" (filled with "52401"). Below these is a "Directions" field (circled in orange) with a text area containing "Directions to the location of the volunteer activity". To the right, there are several sections with radio button options: "Handicap Accessible" (Yes/No), "Family Friendly" (Yes/No), "Tools Required" (Yes/No, with "Yes" selected), "Adequate Parking" (Yes/No), and "Drinks Provided" (Yes/No, with "Yes" selected). Each of these sections has a corresponding "Details" field: "Tools Details" (circled in orange) with the text "Bring rakes and gloves", "Drinks Details" (circled in orange) with the text "Water available", and "Adequate Parking" (circled in orange) which is currently empty.

Contact

Name

Email

Phone

Meals Provided Yes No

Meals Details

Description

Paragraph **B** *I* U ~~S~~ **A** **A**

Spring yard work and flower bed preparation. Includes raking, weeding and mulching. Volunteers may be lifting and bending. This project will help us beautify the grounds and get us ready for flower planting

Terms and Conditions

I have read the Agency Guidelines.

CREATE OPPORTUNITY

View Opportunities/Responses

- [DASHBOARD](#)
- [OPPORTUNITIES](#)
- [EVENTS](#)
- [AGENCIES](#)
- [COLLAPSE MENU](#)

Opportunities

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[EXPORT RESPONSES](#)
ADD NEW OPPORTUNITY

STATUS	OPPORTUNITY	RESPONSES	AVAILABLE	REGISTERED	REMAINING	COMPLETED
✓	Clean Garden Beds, Outdoor, PM (May 12, 2016)	0	10	0	10	0%
✓	Spring yard work, Outdoors, PM (May 12, 2016)	5	20	5	15	25%
✓	Read to Kids, Indoors AM (May 12, 2016)	0	20	0	20	0%
✓	Build raised bed garden (May 12, 2016)	0	10	0	10	0%
TOTALS		60	5	55		9%

DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

COLLAPSE MENU

United Way of East Central Iowa



Click here to open Agency Manager's Toolbox

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VIEW EDIT OPPORTUNITIES EVENTS STATS TIME TRACKING **ADVANCED EVENTS** DISASTER RESPONSE

Message Attendees

ADD RESPONDENT

FIRST	LAST	EMAIL	TEAM	LEADER	OPTIONS
			Company A		X ✎ ⚙
			Company A		X ✎ ⚙
Sue	Driscoll	sue.driscoll@uweci.org	Company A		X ✎ ⚙
Amy	Keltner	Amy.Keltner@uweci.org			X ✎ ⚙
Kayla	Paulson	Kayla.Paulson@uweci.org			X ✎ ⚙

Deadlines/Next Steps

- Agencies submit projects by **March 18**
- Project review make changes by **March 22**
 - Each agency is responsible for checking the project information for accuracy.
- Projected release of registration link to companies as early as **March 25**
- Companies sign up by **May 2**

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Project Release

- Receive an email
- Review Advanced Events to see participants
- Email project lead to set up meeting
 - Review check list



Before Day of Caring

- Obtain materials and tools
- Make arrangements for snacks, water and lunch
- Prioritize projects
- Meet with staff leads and company project leads
- Review Risk Assessment Checklist
- Liability Insurance- contact insurance provider ask for “Certificate of Insurance” or “Addendum” to your policy for the DOC

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Email UnitedWay.Volunteer@uweci.org



CERTIFICATE OF LIABILITY INSURANCE

HORIAFA-02

BLNI

DATE (MM/DD/YYYY)

6/28/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TrueNorth 500 First Street SE PO Box 1863 Cedar Rapids, IA 52406-1863	(319) 366-2723	CONTACT NAME: TrueNorth Risk Management	
		PHONE (A/C, No, Ext): (319) 366-2723	FAX (A/C, No): (877) 810-6374
		E-MAIL ADDRESS: certs@truenorthcompanies.com	
INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Insurance Co.		23850
	INSURER B: State Fund Mutual Insurance Company		11347
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PHPK887973	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						

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Creating a Positive Experience

- Orientation
- Supervision during project
- Schedule clean-up time
- Volunteer reflection
- Thank you



REMEMBER

- Submit projects online **March 18**
- Certificate of Insurance by **May 2**
- Liability forms/photo releases
- Supervision of volunteers
- Volunteer and Agency survey

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