



Day of Caring Agency Checklists

Prior to the Day of Caring:

Task	Completed
Set up meeting with company to discuss project details: <ol style="list-style-type: none"> 1. Confirm location of project sites and times. 2. Confirm the number of volunteers and arrival time. 3. Who will provide the needed supplies/materials? 4. What tools should volunteers bring? 5. How should the volunteers dress? 6. Discuss lunch, water and snacks. 7. Other items volunteers should bring: repellent, sunscreen, safety glasses etc. 	
Purchase or line up project materials and tools	
Contact insurance provider and request a Certificate of Insurance for the DOC	
Email Certificate of Insurance to UnitedWay.Volunteer@uweci.org	
Meet with your staff to go over DOC details, confirm staff leads for each project	
Plan and coordinate snacks, lunch, water	

Day of Checklist:

Task	Completed
Verify all materials and tasks are ready prior to volunteers arriving	
Welcome and register volunteers	
Have volunteers sign liability waiver	
Have nametags for staff and volunteers	
Give brief orientation about organization and project overview	
Motivate and manage volunteer to complete tasks	
Halfway point- ask volunteers if there is too much or not enough to do	
Prioritize tasks; complete most important tasks first	
Have back-up projects available for extra work	
Monitor Safety	
Be available to answer questions and troubleshoot	
Set aside time for volunteers to clean up project site and themselves	
Have volunteers fill out volunteer hours log	
Give volunteers time to reflect on their service	
Thank volunteers and inform them of future volunteer opportunities	
Email volunteer hours sheet to UnitedWay.Volunteer@uweci.org	
Send copies of liability waiver forms to Sue Driscoll at United Way, 317 7 th Avenue SE, Suite 401, Cedar Rapids, IA 52401 or by email to UnitedWay.Volunteer@uweci.org	