



# Days of Impact Company Coordinator Guide

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## Thanks for Joining United Way of East Central Iowa's Days of Impact

United Way of East Central Iowa, brings people together to strengthen our community through meaningful volunteer action. Days of Impact mobilizes employees to be part of the solution and improve our community.

As the Company Coordinator you will be able to register and manage your team(s) of volunteers online via [Volunteer Now](#). This web-based system makes it easy for volunteer teams to sign up for projects and allow UWEI to track company's volunteer engagement efforts.

in this guide you will be lead through the process to register your Days of Impact volunteer team!

Days of Impact is a great opportunity to:

- Increase community engagement
- Make an impact by helping kids, families and elderly individuals
- Strengthen employee morale and culture
- Fortify employee support of United Way's funded programs

## Days of Action Next Steps:

1. Companies interested in participating in Days of Impact must RSVP through the online survey (Indicating your company's participation and identifying one main contact person to be the "Company Coordinator".) **Click on the survey link to RSVP <https://www.surveymonkey.com/r/DaysofImpact16>.**
2. Once you have completed the survey within 1-3 business days you will receive an email with a link to register your volunteer teams online.
3. Days of Impact posters are available to pick up at United Way or print. You can utilize posters to generate interest among employees. At the bottom of the poster, you can **personalize it with the details of your project or your name and contact information.**

4. **September 15- October 28** Days of Impact volunteer projects occur.
5. **Complete the Days of Impact Company Coordinator survey** which will be emailed to you the last week of October

## Project Details

- Project descriptions and details are on Volunteer Now and include the location, directions, number of volunteer spots available and the agency contact.
- Days of Impact projects engage smaller groups (4-10) and are 1-2 hours long or up to a half-day (4-5 hours)
- Projects will take place any time during the 5 week period (September 15-October 28, which coincides with most company campaigns).
- Projects for Days of Impact tie back to United Way's focus areas of education, financial stability and health. Volunteers may work directly or indirectly with kids, families and elderly individuals in east central Iowa. **The projects do not include painting, landscaping or general clean up projects.**
- **Please Note**, the nonprofit is responsible for supplying all supplies, materials, and equipment needed to complete the project . Nonprofit organizations have also been asked to provide snacks, water, a first-aid kit, and access to a restroom. The nonprofit is not responsible for providing lunch for volunteers.
- Nonprofits may ask the volunteer team to bring non-disposable items that volunteers already own (i.e. work gloves).
- It is the Company Coordinator's responsibility to work directly with the Agency Coordinator to schedule and attend a site visit or phone meeting prior to the project. The site visit will allow you to become familiar with the project, ask questions and give feedback about tasks and help to ensure that the project is well planned.
- Company Coordinators should ensure that all volunteers have signed a liability waiver. Liability waivers are electronic during the sign up process.
- We encourage you to take photos and share them with UWECI by emailing [marketing@uweci.org](mailto:marketing@uweci.org). Please include your social media handles so that we can promote your volunteerism.

## Safety and Liability

Volunteers should be asked to perform only those tasks that they feel comfortable and qualified to perform without putting their safety at risk. Volunteers should not operate power tools or specialized equipment unless they are trained and confident in their abilities.

All project tasks should have been clearly described in the project description and at the site visit. If new project tasks are added on the day of the project, use your judgment about the safety and appropriateness of the task. Feel free to decline the task if it is not a good fit for your group.

## **Responsibilities**

### **Agency Coordinator**

- Submits Days of Impact project(s) through the Volunteer Now system.
- Ensures a trained staff member will be supervising and supporting the volunteers throughout the project(s).
- Communicates directly with the Company Coordinator to answer questions prior to, during and following the volunteer project.
- Sets up and executes a site visit or phone meeting with the company coordinator prior to the Days of Impact.
- Secures all supplies, tools and equipment in order to keep all volunteers engaged during the project.
- Sets up and is prepared for volunteers ahead of time so the project can begin promptly once the volunteers arrive.
- Welcomes, orients and confirms all volunteers have signed liability waiver.
- Provides onsite supervision and support to volunteers throughout the project.
- Thanks the volunteers and communicates the impact and how they deliver the organization's mission.

### **Company Coordinator**

- Serves as the main contact person for the company.
- Communicates directly with the Agency Coordinator to plan project details.
- Recruits and coordinates employee volunteers.
- Participates in site visit or phone meeting to finalize details.
- Partakes in the project with his/her team and assist the Agency Coordinator with logistics at the project site. (If the Company Coordinator is organizing groups at multiple project locations, he/she should assign an employee volunteer to take a lead role at each project.
- Communicates directly with volunteers sharing details (time, date, driving directions, tools to bring etc.) prior to the start of the project.
- Arrives at the project site at least 15 minutes prior to the scheduled start time to ensure the project is ready for volunteers.
- Remains onsite providing supervision and support to volunteer throughout the project.
- Completes Company Coordinator Survey (sent via email the last week in October) and distributes volunteer satisfaction survey to all participants.

## Follow the Steps Below to Register Volunteers:

1. As the Company Coordinator, you will receive an email from the UWECI's Volunteer Engagement Team. Click on the link in the email to register your teams projects.
2. **Log in to your Volunteer Now personal account**
  - a. If you forgot your password, please click "forgot password." An automatic email will be sent to your inbox to reset your password.
  - b. **If you are new to the United Way volunteer matching site** and do not have an account go to [www.uweci.org/volunteernow](http://www.uweci.org/volunteernow) and click on "**Sign up**" (orange button at top right). Enter your name, email, company and create a password then click **Create your Account**. You do not need to select Interests and Causes at this time. You can do this at a later date.
  - c. You are also able to set up an account by using Facebook
3. **STEP #3: Once logged in, you will have access to view and select project(s).**

You will see boxes (if you scroll down) that will list volunteer opportunities available. Click on the **View Details** on the box to learn more about each opportunity.

  - a. To sign up go to the top right corner, click on **Respond as Team** (if you have 2 or more volunteers). or if you are signing up as an individual, click on **Respond**.



- b. After you've Responded if you are not logged in you will be directed to login with your email address and password you **created when you set-up your account**.
- c. The screen will display details about the volunteer opportunity. Sign up your team for the volunteer opportunity by adding your **team name** and **number of participants**.
- d. After completing the team information click **Submit Team**. The online system will automatically take you to your team to manage team members. If you would like to sign up for another volunteer opportunity or view the project information you just registered for click **Days of Impact** at the top and it will take you back to where you started.
- e. Projects that you signed up for will be highlighted in **green** and say **Confirmed**. Click the project title and you will have access to project details and agency contact information.

- f. Once you have registered for a volunteer project an email will automatically be sent to the agency volunteer coordinator to let them know you've registered.
  - g. If you need to manage your team or fill-in volunteers later: **login** to your account and click **View Profile** (top right) then click **Manage Team**. You will be able to list team members' names by clicking the **pencil icon** and adding the **name and email** of each of the volunteers.
4. **STEP #4: Recruit Your Team!** Have your co-workers sign themselves up for the volunteer projects by sending them the "Employee Access Link". Employees can agree to the waiver and sign-up to participate via this link. As employees sign-up, you and the Agency Coordinator will be able to track progress toward the total number of volunteers needed.
  - a. OR...you, the Team Leader, can sign up your colleagues. Click on the **green** Responses bar graph next to the Project Name to add individuals manually.

**For technical support or general assistance contact Sue Driscoll,  
Sue.Driscoll@uweci.org, 319 398-5372 ext. 822.**