

Day of Caring 2017

May 11, 2017

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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



Purpose of Day of Caring

- Impact community
- Collaboration
- Develop/deepen relationships
- Introduce individuals/companies to volunteering



Partnership

- Benefits
- Roles and responsibilities
- Create positive experience





United Way Responsibilities

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



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
- Assign project coordinator for each site



Company Responsibilities

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



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



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



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?

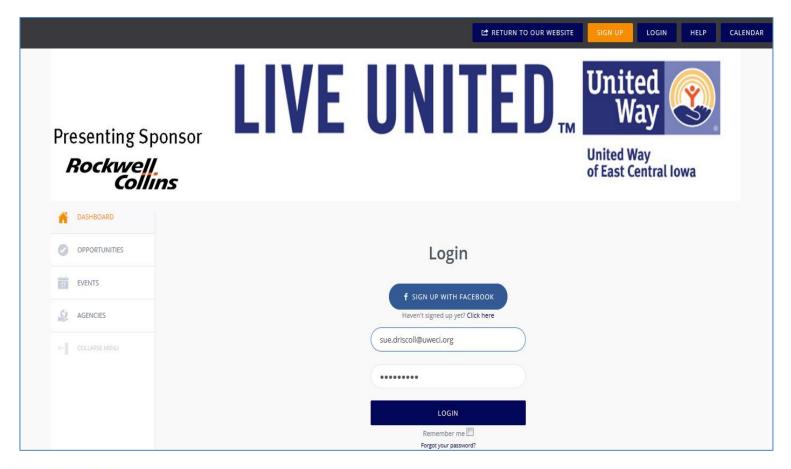


Questions to Ask

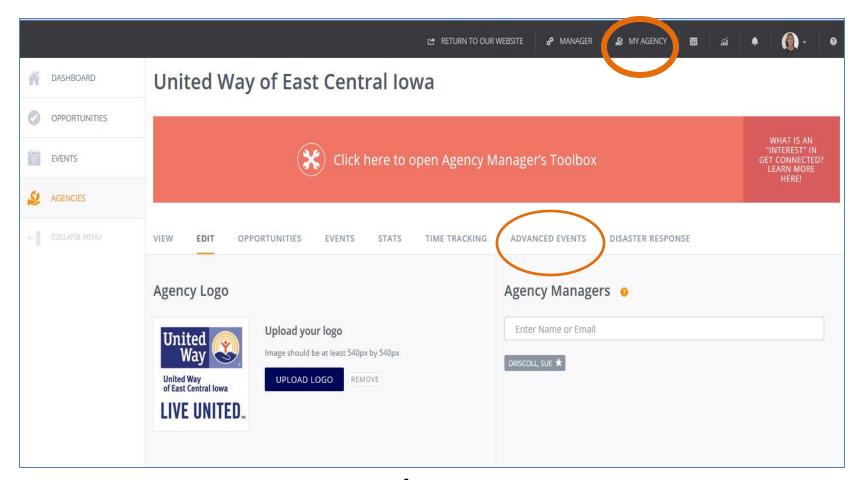
- How many volunteers are needed?
 - Can we have a menu of mini projects to allow a larger group to volunteer?
- What volunteer skills are required for the project?
- How long or how many volunteer hours will it take to complete the project?
- What is the best time for the project to be completed (a.m.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



www.uweci.org/volunteernow

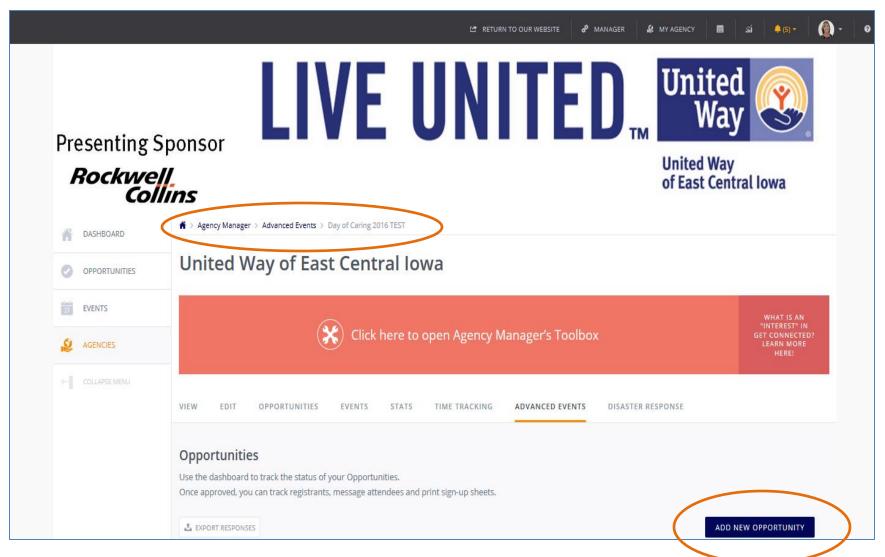






Agency
Advance Event





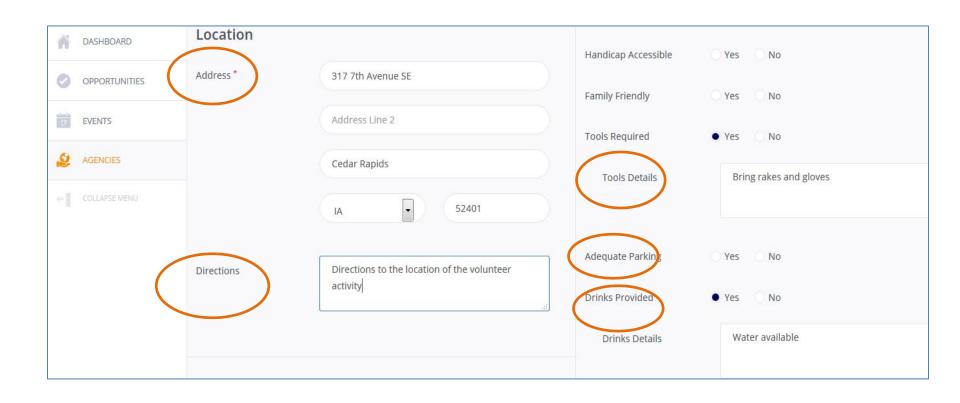
Day of Caring 2017 Add Opportunity



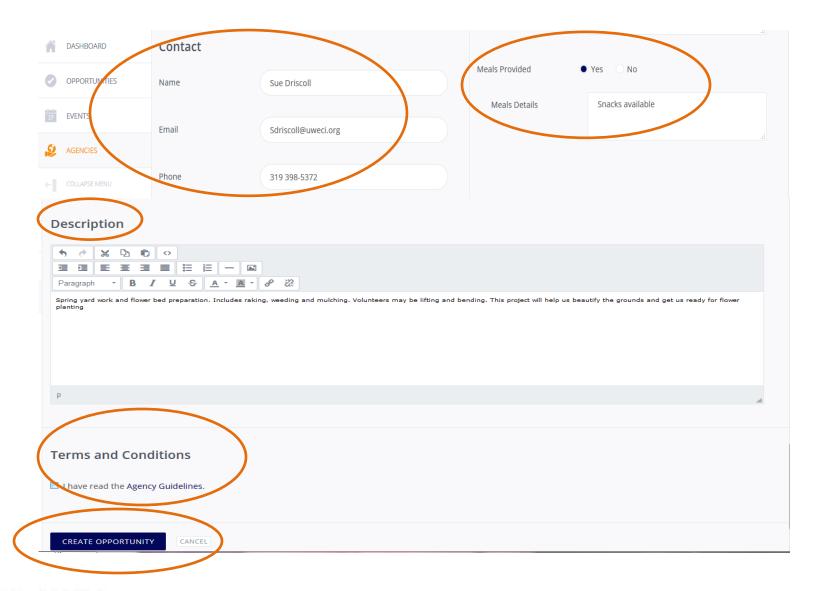
↑ DASHBOARD	Basic Information		Volunteers
OPPORTUNITIES (Title *	Spring yard work, Outdoors, PM	# of Volunteers * 20
EVENTS			
₽ AGENCIES	Interests & Abilities *	Select Interests	Allow Team • Yes No Registration?
← COLLAPSE MENU		PHYSICAL LABOR ★X	Minimum Volunteer Age
\	Date *	05/12/2016	Minor Requires Adult? Yes No
	Registration Closed Date	MM/DD/YYYY	Willion Requires Adult. Test 110
(Hours*	12:00-4:30	Additional Information
	Duration	4.50	Outdoors • Yes No
			Inclement Weather Friday, May 13 at same time Plan

UNITED WAY V**LUNTEERENGAGEMENT

COMPLETE ALL THE REQUIRED FIELDS

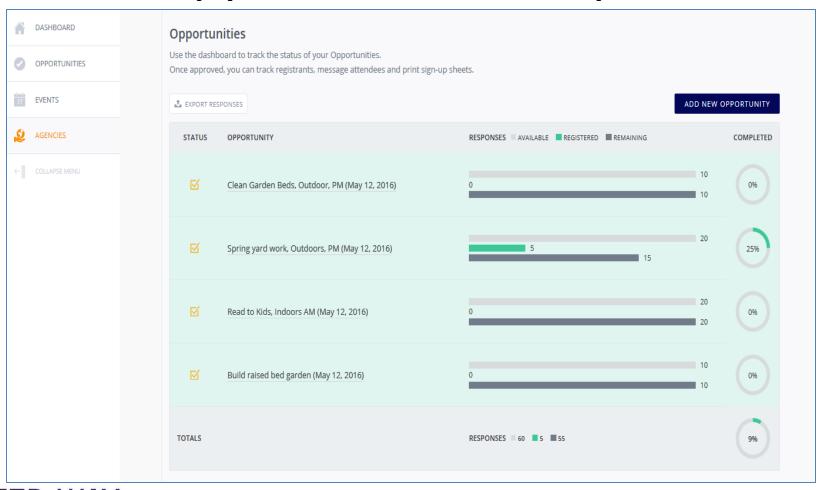




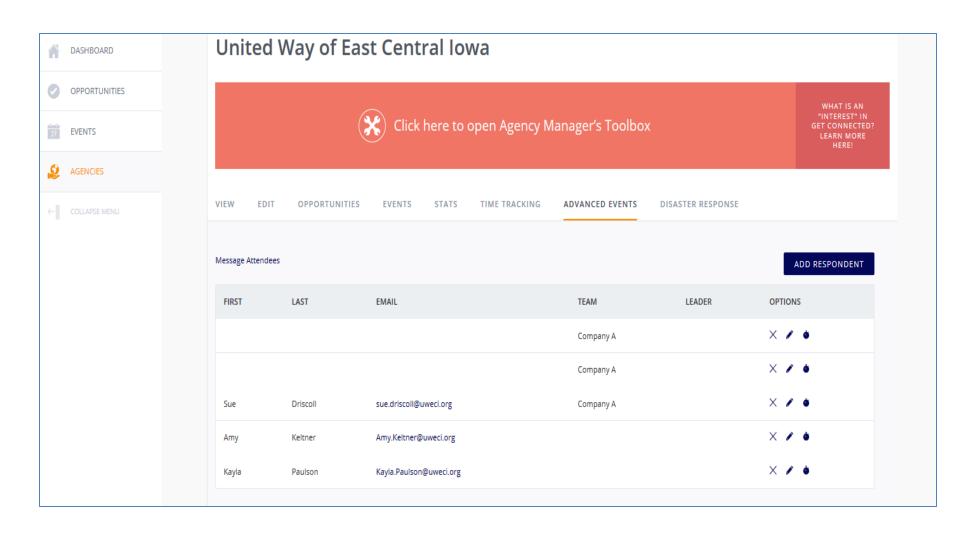


UNITED WAY V**LUNTEERENGAGEMENT

View Opportunities/Responses









Deadlines/Next Steps

- Agencies submit projects by March 15
- Project review make changes by March 16
 - Each agency is responsible for checking the project information for accuracy.
- Projected release of registration link to companies as early as March 20
- Companies sign up by May 1



Project Released to Companies

- Agency lead will 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



Email UnitedWay.Volunteer@uweci.org

4500	HORIAFA-02 BLN			
ACORD CERTIFICATE OF I	-IABILITY INSURANCE DATE (MM/DD/YYYY)			
THIS CERTIFICATE IS	IADILIT INSURANCE 6/28/2012			
CERTIFICATE DOES NOT AFFIRM ATTIVITIES OF INFORMATION	ONLY AND CONFERS HE BIGHTS HE			
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 PROPERTY.				
REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER				
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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).				
TrueNorth (319) 366-2	2723 CONTACT TrueNorth Risk Management			
500 First Street SE	PHONE (A/C, No, Ext): (319) 366-2723 FAX, No): (877) 810-6374			
PO Box 1863	ADDRESS: certs@truenorthcompanies.com			
Cedar Rapids, IA 52406-1863	INCURRENCE ACTION ACTIO			
	INSURER A : Philadelphia Insurance Co. 23850			
INSURED	INSURER B : State Fund Mutual Insurance Company 11347			
	INSURER C:			
	INSURER D :			
	INSURER E :			
	INSURER F :			
COVERAGES CERTIFICATE NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE DEED AND THE POLICIES OF T				
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GENERAL LIABILITY				
A X COMMERCIAL GENERAL LIABILITY PHPK887973	7/1/2012 7/1/2013 DAMAGE TO RENTED \$ 1,000,000			
CLAIMS-MADE X OCCUR	PREMISES (Ea occurrence) \$ 100,000			
	MED EXP (Any one person) \$ 5,000			
	PERSONAL & ADV INJURY \$ 1,000,000			
GEN'L AGGREGATE LIMIT APPLIES PER:	GENERAL AGGREGATE \$ 3,000,000			
000	PRODUCTS - COMPIOP AGG \$ 3.000.000			



Creating a Positive Experience

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





REMEMBER

- Submit projects online March 15
- Certificate of Insurance by May 1
- Review checklist prior to Day of Caring
- Provide supervision of volunteers
- Complete Agency survey







