



Day of Caring 2018

Event will be on Thursday, May 10, 2018



United Way
of East Central Iowa

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

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 **VOLUNTEER ENGAGEMENT**

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Partnership

Benefits

Roles & Responsibilities

Positive Experiences



United Way
of East Central Iowa

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

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Project Scoping



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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**

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

Skills-based 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?

Things to Consider

- **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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Going Digital

Getting your projects on VolunteerNow.

www.uweci.org/volunteernow

[RETURN TO OUR WEBSITE](#)

[SIGN UP](#)

[LOGIN](#)

[HELP](#)

[CALENDAR](#)

Presenting Sponsor

**Rockwell
Collins**

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United Way
of East Central Iowa

DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

COLLAPSE MENU

Login

SIGN UP WITH FACEBOOK

Haven't signed up yet? [Click here](#)

sue.driscoll@uweci.org

••••••••

LOGIN

Remember me

[Forgot your password?](#)

UNITED WAY VOLUNTEER ENGAGEMENT



United Way
of East Central Iowa

My Agency

- Agency
- Advance Event

Advance Event

The screenshot displays a web interface for managing events. At the top is a dark navigation bar with the following elements from left to right: a link labeled "RETURN TO OUR WEBSITE" with an external link icon, a "MANAGER" button with a gear icon, a "MY AGENCY" button with a person icon, a calendar icon, a bar chart icon, a bell icon for notifications, a user profile picture with a dropdown arrow, and a "HELP" button.

Below the navigation bar are four event cards, each with a title and a "MANAGE OPPORTUNITIES & RESPONSES" button at the bottom:

- Rockwell Collins Days of Impact** (Blue card)
- UWECI Staff Martin Luther King Jr. Volunteer Day** (Orange card)
- Volunteers in Proficiency Reading Mentor Program** (Blue card)
- Day of Caring 2018** (Red card, dated MAY 10 2018 with a calendar icon)

Add Volunteer Opportunities

United Way
of East Central Iowa

75

Agency Manager > Advanced Events > Day of Caring 2018

United Way of East Central Iowa



Click here to open Agency Manager's Toolbox

READ THE LATEST
UPDATES TO
VOLUNTEER
CHECK-IN!

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

VERIFIED VOLUNTEERS CHECK-IN CHECKED IN NOW

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

- Day of Caring 2018
- Add Opportunity

ADD NEW OPPORTUNITY

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Add Volunteer Opportunities

Basic Information

Title *

Interests & Abilities *

Date *

Registration Closed Date

Hours *

Duration *

Clusters


- Title Example- Clean garden beds, Outdoor, PM

Add Volunteer Opportunities

Location

Address *

Select a State

Zip Code * 

Directions

Add Volunteer Opportunities

Contact ⓘ

Name

Email

Phone

Fax

Add Volunteer Opportunities

Volunteers

of Volunteers ^{*}

Allow Team Registration? Yes No

Minimum Volunteer Age

Minor Requires Adult? Yes No

Add Volunteer Opportunities

Additional Information

Outdoors Yes No

Wheelchair Accessible Yes No

Family Friendly Yes No

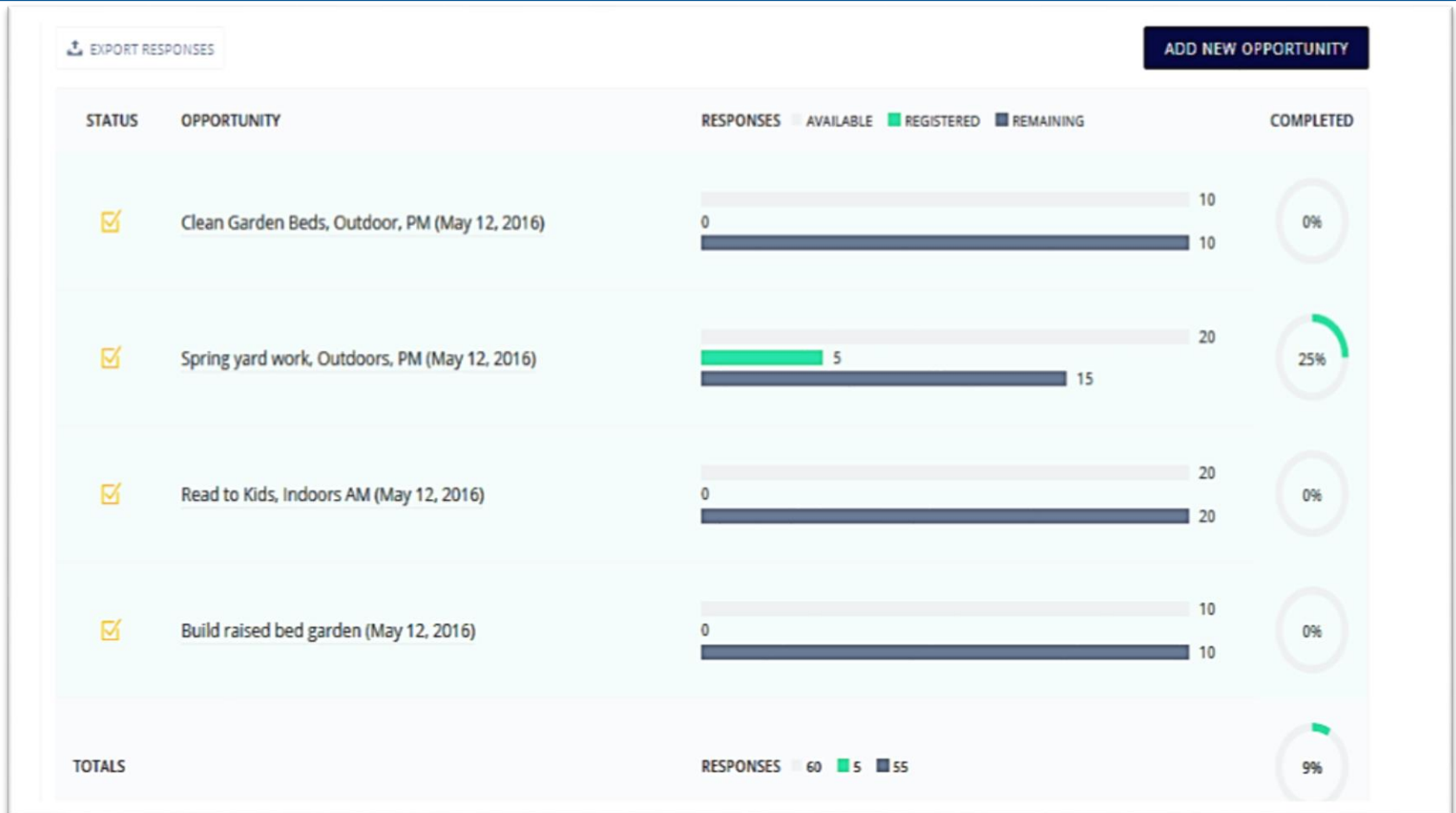
Tools Required Yes No

Adequate Parking Yes No

Drinks Provided Yes No


Meals Provided Yes No

View Opportunities/Responses



View Responses

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

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 / ●

Check in Volunteers

 [Click here to open Agency Manager's Toolbox](#)


READ THE LATEST UPDATES TO VOLUNTEER CHECK-IN!

[VIEW](#) [EDIT](#) [OPPORTUNITIES](#) [EVENTS](#) [STATS](#) [SCHEDULE](#) [TIME TRACKING](#) [ADVANCED EVENTS](#) [DISASTER RESPONSE](#)

[VERIFIED VOLUNTEERS](#) **[CHECK-IN](#)** [CHECKED IN NOW](#)


Please select the opportunity

Runs Until Apr 15, 2018 2

 One2Read's "Stories around Town" Director
United Way of East Central Iowa


Hours Needed **ADD**

Runs Until May 21, 2018 6

 VIP Reading Mentor at College Community Schools- Spring Semester
United Way of East Central Iowa


INDIVIDUAL **LIST**


Runs Until May 18, 2018 16


 VIP Reading Mentor at Cedar Rapids Community School District -Spring Semester
United Way of East Central Iowa

INDIVIDUAL **LIST**

Runs Until Jun 30, 2018

 Coordinate and Staff an

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of East Central Iowa

Check in Volunteers

Bulk Check-in for "VIP Reading Mentor at College Community Schools-Spring Semester"

CHECK IN USERS

<input checked="" type="checkbox"/>	NAME	EMAIL	TEAM	CHECKED IN
<input checked="" type="checkbox"/>	Chonco, Phumelele	Phumelelechonco@gmail.com		No
<input checked="" type="checkbox"/>	driscoll, Sue-test	sue.driscoll@uweci.org		No
<input checked="" type="checkbox"/>	Gustafson, Elaine	eegustaf@southslope.net		No
<input checked="" type="checkbox"/>	Kuhlmann frey, Dawn	ddfrey@southslope.net		No

CHECK IN USERS

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What's Next

Deadlines & Checklists

Companies Connecting with Projects

Deadlines/Next Steps

- **Agencies submit projects by March 15**
- **Project review make changes by March 20**
 - Each agency is responsible for checking the project information for accuracy.
- **Projected release of registration link to companies as early as March 23**
- **Companies sign up by May 1**

Companies Connect

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



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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

ACORD HORIAFA-02 BLNI

CERTIFICATE OF LIABILITY INSURANCE

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 52405-1863	(319) 366-2723	COMPANY NAME TrueNorth Risk Management PHONE (A/C No. Ext.) (319) 366-2723 FAX (A/C No.) (877) 810-8374 E-MAIL ADDRESS certs@truenorthcompanies.com
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INSURER AFFORDING COVERAGE	NAIC #
INSURER 1: Philadelphia Insurance Co.	23850
INSURER 2: State Fund Mutual Insurance Company	11347
INSURER 3:	
INSURER 4:	
INSURER 5:	
INSURER 6:	

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER																																	
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Creating a Positive Experience



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Positive Experience

- Orientation
- Connection to United Way
- Supervision during project
- Schedule clean-up time
- Volunteer reflection
- Thank you
- Volunteer opportunities-
Call to Action

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Volunteer Comments

- Give information on how to continue volunteering after the Day of Caring.
- Maybe have some backup activities ready in order to fully utilize the volunteer's time.
- Agencies need to be better prepared with tasks
- Better description of tasks.
- Alternate plan for jobs during inclement weather
- It would be nice to know in advance some items that the agency needed for the project
- I would like to see the measurable impact we made
- Have larger projects for bigger teams
- Our group was given little information on how to handle our task
- I would like to hear an explanation of the services the agency provides to the community

Recap of Dates

- **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**

Celebrating 25 Years



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Questions?

Thank you.



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of East Central Iowa

Make a Difference



Volunteer. Advocate. Give.