



Day of Caring 2018

May 10, 2018



United Way
of East Central Iowa

Objectives

- Understand the purpose of Day of Caring
- Know your responsibilities in the partnership
- Leave with tips for a successful day
- See how the online system works
- Be aware of deadlines



Purpose of Day of Caring

- Bring people together to improve lives and strengthen communities through volunteering
- Partner with United Way and Organizations to make a difference
- Empower volunteers to advance work in Education, Financial Stability and Health

LIVE UNITED

Partnerships

- **Benefits**
- **Roles & Responsibilities**
- **Positive Experiences**



United Way
of East Central Iowa



United Way Responsibilities

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

Company Responsibilities

- Designate project leads
- Register volunteer teams through Volunteer Now
- Ensure volunteers sign-up on Volunteer Now
- Meet with agency project lead prior to DOC
- Communicate with volunteers consistently
- Submit T-shirt sizes by deadline



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

Sponsorship Opportunities



- T-shirt Day of Caring sponsor
(\$500)
- Sponsor materials for agency
(\$ amount cap)

Before Day of Caring

- Agencies submit projects or their wish list
- United Way approves projects
- **Companies registers teams for projects**
- **Employees sign-up**
- United Way approves all company/agency matches
- **Companies set-up meetings with Agency Project Leads**

LIVE UNITED

Connecting with Projects

Select Projects

Share Selected Projects with Employees

Employees Register for the Projects



United Way
of East Central Iowa

Register Volunteer Teams

- Email with registration link
- View opportunities
- Select projects based on number of volunteers and interests

Note: Registering small groups for larger projects may prohibit larger groups from finding projects

Uweci.org/VolunteerNow


The screenshot shows the website interface for volunteering. At the top right, there are navigation buttons: "RETURN TO OUR WEBSITE", "SIGN UP" (highlighted in orange), "LOGIN", and "HELP". The main header features the text "LIVE UNITED" in large blue letters, followed by the "United Way" logo and the text "United Way of East Central Iowa". On the left, it says "Presenting Sponsor" with the "Rockwell Collins" logo. Below this is a sidebar menu with options: "DASHBOARD", "OPPORTUNITIES", "EVENTS", "AGENCIES", and "COLLAPSE MENU". The central area is titled "Login" and contains a "SIGN UP WITH FACEBOOK" button, a link "Haven't signed up yet? Click here", an email input field with "sue.driscoll@uweci.org", a password input field with masked characters, a "LOGIN" button, a "Remember me" checkbox, and a "Forgot your password?" link.

- **Sign-up**
 - Orange button
 - Name, email, company and password
- **Facebook**

Email Day of Caring Link

RETURN TO OUR WEBSITE MANAGER MY AGENCY (15)

LIVE UNITED TM



United Way
of East Central Iowa

Presenting Sponsor
Rockwell Collins

- DASHBOARD
- OPPORTUNITIES
- EVENTS
- AGENCIES
- VOLUNTEERS IN PROFICIENCY (VIP)
- 55+ INITIATIVE
- COLLAPSE MENU

Day of Caring 2018




May 10, 2018 to May 10, 2018

Day of Caring is a one day event that supports United Way's mission to bring people together to improve lives and strengthen communities through volunteering. On Day of Caring local businesses partner with nonprofit agencies to make a difference by completing volunteer projects. This day of service is an opportunity for volunteers to help local nonprofits, schools and government agencies to make our community a better place to live. This year we will be celebrating 25 years of hosting Day of Caring.

Advanced Events > Day of Caring 2018

Opportunities

SORT BY -- SELECT SORTING -- SEARCH BY -- SELECT A FILTER --

<p>May 10, 2018 1-4:30 20</p> <p> Ante Up: Help with Casino Day for Elders, Half Day, PM-TEST United Way of East Central Iowa</p> <p>VIEW DETAILS</p>	<p>May 10, 2018 12-5:00 10</p> <p> Clean Sweep for Children, Half Day PM-TEST United Way of East Central Iowa</p> <p>CONFIRMED</p>	<p>May 10, 2018 9-4:00 pm 5</p> <p> Art is Part of our Heart, Indoor, Full Day TEST United Way of East Central Iowa</p> <p>VIEW DETAILS</p>
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List View

RETURN TO OUR WEBSITE

MANAGER

MY AGENCY



LIVE UNITED™



Presenting Sponsor

**Rockwell
Collins**

United Way
of East Central Iowa

DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

VOLUNTEERS IN
PROFICIENCY (VIP)

55+ INITIATIVE

COLLAPSE MENU



Day of Caring 2018



Advanced Events > Day of Caring 2018

Opportunities

SORT BY










-- SELECT SORTING --



SEARCH BY

-- SELECT A FILTER --



OPPORTUNITY/AGENCY	DATE/TIME	SPOTS REMAINING	ACTIONS
 Ante Up: Help with Casino Day for Elders, Half Day, PM-TEST United Way of East Central Iowa	May 10, 2018 1-4:30	20	VIEW DETAILS  
 Clean Sweep for Children, Half Day PM-TEST United Way of East Central Iowa	May 10, 2018 12-5:00	10	VIEW DETAILS  
 Art is Part of our Heart, Indoor, Full Day TEST United Way of East Central Iowa	May 10, 2018 9-4:00 pm	5	VIEW DETAILS  



United Way
of East Central Iowa

Filter Opportunities



Day of Caring 2018



Home > Advanced Events > Day of Caring 2018

Opportunities

SORT BY

-- SELECT SORTING --

SEARCH BY

-- SELECT A FILTER --

-- SELECT SORTING --

- Prepared Order
- Opportunities Alphabetically
- Agencies Alphabetically
- Soonest Day First
- Latest Day First
- Fewest Available Spots First**
- Most Available Spots First

-- SELECT A FILTER --

- Agency
- Date
- Distance
- Interest
- Phrase
- Teams

OPPORTUNITY/AGENCY

ACTIONS



Ante Up: Help with Casino Day
for Elders, Half Day, PM-TEST
United Way of East Central Iowa

May 10,
2018 20
1-4:30

VIEW DETAILS



Select a Project

LIVE UNITED™



United Way of East Central Iowa

Presenting Sponsor



DASHBOARD

OPPORTUNITIES

EVENTS

AGENCIES

VOLUNTEERS IN PROFICIENCY (VIP)

55+ INITIATIVE

COLLAPSE MENU










Day of Caring 2018

Advanced Events > Day of Caring 2018

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United Way of East Central Iowa

Full Description

Art is Part of our Heart, Indoor, Full Day TEST

RESPOND

RESPOND AS TEAM



May 10, 2018



9-4:00 pm

Description

The apartments we can provide for families experiencing homelessness are meant to help stabilize our clients, emotionally and physically. Help us fill the heart of our clients by creating works of art to hang on the walls. We want to make sure our clients feel comfortable while they are moving through a challenging stage in their lives. Let your creativity and heart shine through the artwork you create, and share your spirit with members of your community that need it the most.

Details

INDOORS

WHEELCHAIR ACCESSIBLE

ADEQUATE PARKING

MEALS PROVIDED

Additional Information

Register by May 1, 2018

Q: Minimum age to participate.

A: You must be age 18 or older to participate.

Q: Details of provided meals.

A: pizza

Volunteer Spots Remaining

5

Interests



Agency



United Way of East Central Iowa

FANNED



United Way
of East Central Iowa

Full Description

Contact



Sue Driscoll



3193985372

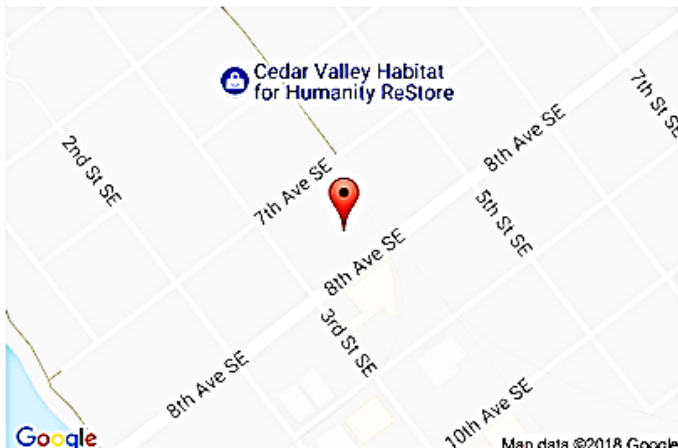


sue.driscoll@uweci.org

Location



317 7th Avenue SE
Cedar Rapids, IA 52401



- Contact information
- Map
- Link to Google Maps

Respond as a Team

Art is Part of our Heart, Indoor, Full Day TEST

RESPOND **RESPOND AS TEAM**

May 10, 2018 **9-4:00 pm**

Description

The apartments we can provide for families experiencing homelessness are meant to help stabilize our clients, emotionally and physically. Help us fill the heart of our clients by creating works of art to hang on the walls. We want to make sure our clients feel comfortable while they are moving through a challenging stage in their lives. Let your creativity and heart shine through the artwork you create, and share your spirit with members of your community that need it the most.

Details

INDOORS **WHEELCHAIR ACCESSIBLE** **ADEQUATE PARKING** **MEALS PROVIDED**

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Volunteer Spots Remaining

5

Interests

Agency

United Way of East Central Iowa
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United Way of East Central Iowa

FANNED

Team Information

Art is Part of our Heart, Indoor, Full Day TEST

Please review the information and indicate whether you will be attending this event personally or if you are organizing it on behalf of others. If you are please indicate "Team Leader". If you are organizing and not planning to participate, please indicate one of your Team members as the "Team Leader" by selecting the checkbox. You will receive emails confirming the Team registration, Event details and special instructions, and a reminder for the event.

Team Information

Team Creator:	Sue Driscoll
Event:	Day of Caring 2018
Opportunity:	Art is Part of our Heart, Indoor, Full Day TEST
Date:	May 10, 2018
Hours:	9-4:00 pm
Details of Provided Meal:	pizza

Submit a Team

Team Details

Team Name *

Team Description

Will you be attending as part of the team?

Number of team members? (can add more later)

SUBMIT TEAM



Email Confirmation

Hello Sue

Thank you for registering your team for the May 10, 2018 from 9-4:00 pm project "Art is Part of our Heart, Indoor, Full Day TEST" on Day of Caring 2018. Here is a description of the project:

The apartments we can provide for families experiencing homelessness are meant to help stabilize our clients, emotionally and physically. Help us fill the heart of our clients by creating works of art to hang on the walls. We want to make sure our clients feel comfortable while they are moving through a challenging stage in their lives. Let your creativity and heart shine through the artwork you create, and share your spirit with members of your community that need it the most.

The link below can be used to edit the users you signed up if changes need to be made (you may have to log in after you click the link).

http://unitedwayofeastcentraliowa.galaxydigital.com/aem/user/respond/group/?need_id=326630&doc_id=4789&group_id=33472

Thank you again for signing up to help. You are making a difference!

Your friends at United Way of East Central Iowa

Next Steps-UWECI will:

- Add companies name to title and assign the project to the company
- Switch team registration to just individual
- Email company project lead a unique admin link that will have only the projects you signed up for

Note: At bottom of admin page there is an
Employee Access Link

Admin View



United Way of East Central Iowa

You will be able to use the dashboard below to keep track of the Opportunities that are being shared with your organization.

Please distribute the Employee Access Link at the bottom of the page to your Employees so that they will be able to view the Opportunities and register on their own, as an "Individual", or as part of a "Team". You will be able to keep track of the registrations with the dashboard and by clicking on the registration numbers for each Opportunity.

Additionally, you will be able to help your Employees by registering on their behalf, by clicking the name of the Opportunity and going through the "Team" registration process.

[MESSAGE ALL PARTICIPANTS](#) [EXPORT RESPONSES](#)

AGENCY	STATUS	OPPORTUNITY	RESPONSES	AVAILABLE	REGISTERED	REMAINING	COMPLETED		
		Art is Part of our Heart, Indoor, Full Day TEST United Way	<div style="display: flex; justify-content: space-between;"><div style="width: 100%;"><div style="background-color: #ccc; height: 10px; width: 100%;"></div><div style="background-color: #000; height: 10px; width: 0%;"></div></div><div style="text-align: right;">5 0 5</div></div>				<div style="text-align: center;">0%</div>		
TOTALS			RESPONSES			5	0	5	<div style="text-align: center;">0%</div>

Employee Access Link

<https://unitedwayofeastcentraliowa.galaxydigital.com/aem/corp/?key=8e07a3ca861e5083a5ff065af5d9f27c>



Employee Sign-up



Home > Advanced Events > Day of Caring 2018

United Way of East Central Iowa

SORT BY

-- SELECT SORTING --





SEARCH BY

-- SELECT A FILTER --



May 10, 2018 9-4:00 pm 5 ↓

 Art is Part of our Heart, Indoor, Full
Day TEST United Way
United Way of East Central Iowa

[VIEW DETAILS](#) 

Employee Email

Hello, Sue.

Thanks for signing up to help with the need Art is Part of our Heart, Indoor, Full Day TEST United Way as part of United Way of East Central Iowa. Below are some of the important details related to that need and event:

- The event will take place on May 10, 2018 from 9-4:00 pm
- You can view the event here: http://unitedwayofeastcentraliowa.galaxydigital.com/aem/corp/need/?key=8e07a3ca861e5083a5ff065af5d9f27c&doc_id=4789&need_id=326630
- This is what the project involves:

The apartments we can provide for families experiencing homelessness are meant to help stabilize our clients, emotionally and physically. Help us fill the heart of our clients by creating works of art to hang on the walls. We want to make sure our clients feel comfortable while they are moving through a challenging stage in their lives. Let your creativity and heart shine through the artwork you create, and share your spirit with members of your community that need it the most.

If you have any questions, feel free to reach out to the project contact.

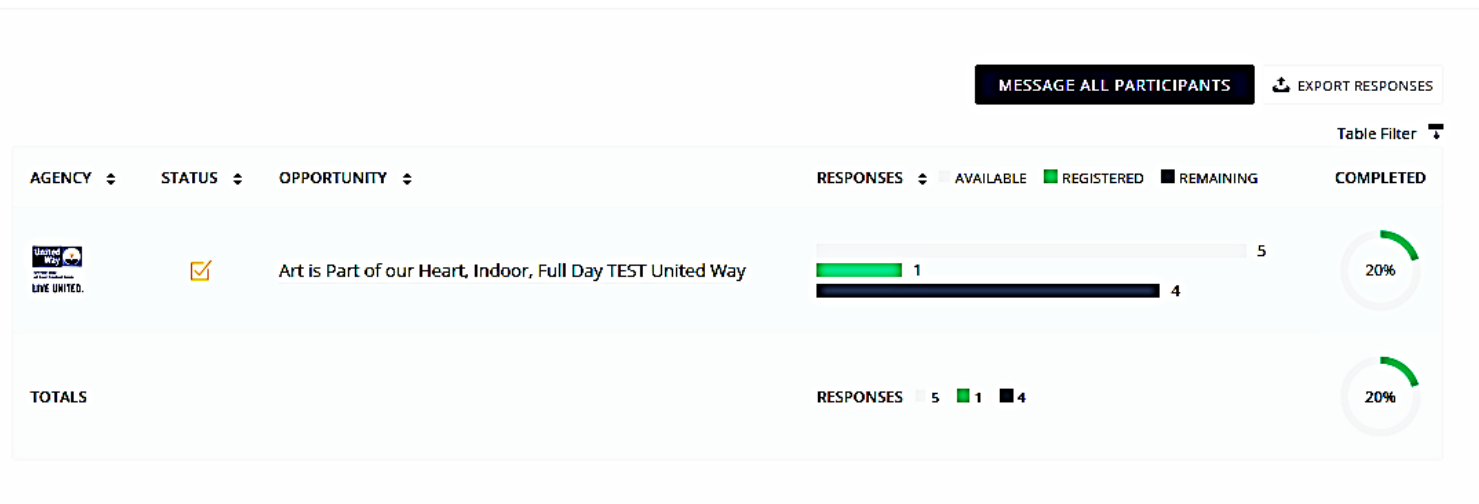
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United Way of East Central Iowa

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








- Monitor sign ups
- Export responses
- Message team members

Admin Link

Art is Part of our Heart, Indoor, Full Day TEST United Way Respondents

[ADD RESPONDENT](#)

Table Filter 

FIRST 	LAST 	EMAIL 	TEAM 	%S 	HOURS 	OPTIONS
Sue	Driscoll	sue.driscoll@uweci.org			0	  

- Change or delete team members
- Add hours

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What's Next

Deadlines & Checklists

Companies Connect with Projects



After Registering

- Meet with Agency project lead
- Review checklist
- Recruit your employees
- Regular communication about project

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Creating a Positive Experience



United Way
of East Central Iowa

Volunteer Comments

- **Details were not verified** ahead of time by company coordinators, so **time was wasted** finalizing details
- Make sure that the **location details are clearly communicated** prior to the event.
- Signing-in and completing waivers took a while
- **Assignment was not clear** until that day on **how to dress or if supplies were needed**
- **Provide phone #'s of teammates** to improve communications
- The communication between the coordinators and volunteers was outstanding - **very friendly and helpful.**

Agency Comments

- **Company contacted us directly prior to registering** for project, caused confusion
- **Not able to connect with company** coordinator prior to day
- **Company backed-out last minute** and left us in a tough position
- The **volunteer numbers changed** a lot. This made planning a challenge



All registered volunteers receive a t-shirt!

April 9 Deadline to submit sizes
T-shirt pickup first week of May

Company Deadlines

- **Company registration opens week of March 26**
- **Logo sponsorship deadline April 2**
- **T-shirt size deadline April 9**
- **Site visits by May 1**
- **Day of Caring May 10**
- **Volunteer survey complete by May 18**

Celebrating 25 Years



LIVE UNITED

Questions?

Thank you.



United Way
of East Central Iowa

Make a Difference



Volunteer. Advocate. Give.