



Day of Caring 2019

Event will be on Thursday, May 9, 2019



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

UNITED WAY
 **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 Volunteer Now



United Way
of East Central Iowa

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
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My Agency

- Agency
- Advance Event

Advance Event

The screenshot displays a dashboard for managing events. At the top, there is a navigation bar with links for 'RETURN TO OUR WEBSITE', 'MANAGER', 'MY AGENCY', and 'HELP', along with a notification bell showing 6 items and a user profile icon. Below the navigation bar, there are six event cards arranged in a 2x3 grid. Each card has a header with the event dates, a main title, and a footer with the text 'MANAGE OPPORTUNITIES & RESPONSES'. The events are:

- United Way Days of Impact 2018**: AUG 31 2018 TO DEC 31 2018
- Iowa Ideas Conference**: SEP 19 2018 TO SEP 22 2018
- Volunteers in Proficiency Reading Mentor Program Fall 2018**: OCT 1 2018 TO FEB 22 2019
- UWECI Staff Martin Luther King Jr. Volunteer Day**: JAN 21 2019
- Volunteers in Proficiency Reading Mentor Program Spring 2019**: FEB 18 2019 TO MAY 17 2019
- Day of Caring 2019**: MAY 9 2019 TO MAY 10 2019

Add Volunteer Opportunities



Agency Manager > Advanced Events > Day of Caring 2019

United Way of East Central Iowa



Click here to open Agency Manager's Toolbox

VIDEO GUIDE TO THE VOLUNTEER CHECK-IN KIOSK

- VIEW
 - EDIT
 - OPPORTUNITIES
 - EVENTS
 - STATS
 - SCHEDULE
 - TIME TRACKING
 - ADVANCED EVENTS**
 - 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

ADD NEW OPPORTUNITY

Table Filter

Add Volunteer Opportunities

Basic Information

Title *

Interests & Abilities *

Date *

Registration Closed Date

Hours *

Duration *

Clusters

Title Example-

Clean Garden Beds, Outdoor, PM
Build Shed, Outdoor, All Day, \$\$\$

Typical Hours

8:00 a.m.-12:00 p.m.

12:00 p.m.-4:30 p.m.

8:00-4:30 p.m. All Day

Add Volunteer Opportunities

Location

Address *

Select a State

Zip Code * ?

Directions

- Location of activity
- Unless client address, the TBD
- Give specific directions

Add Volunteer Opportunities

Contact ⓘ

Name

Email

Phone

Fax

Add Volunteer Opportunities

Volunteers

of Volunteers *

Allow Team Registration? Yes No

Minimum Volunteer Age

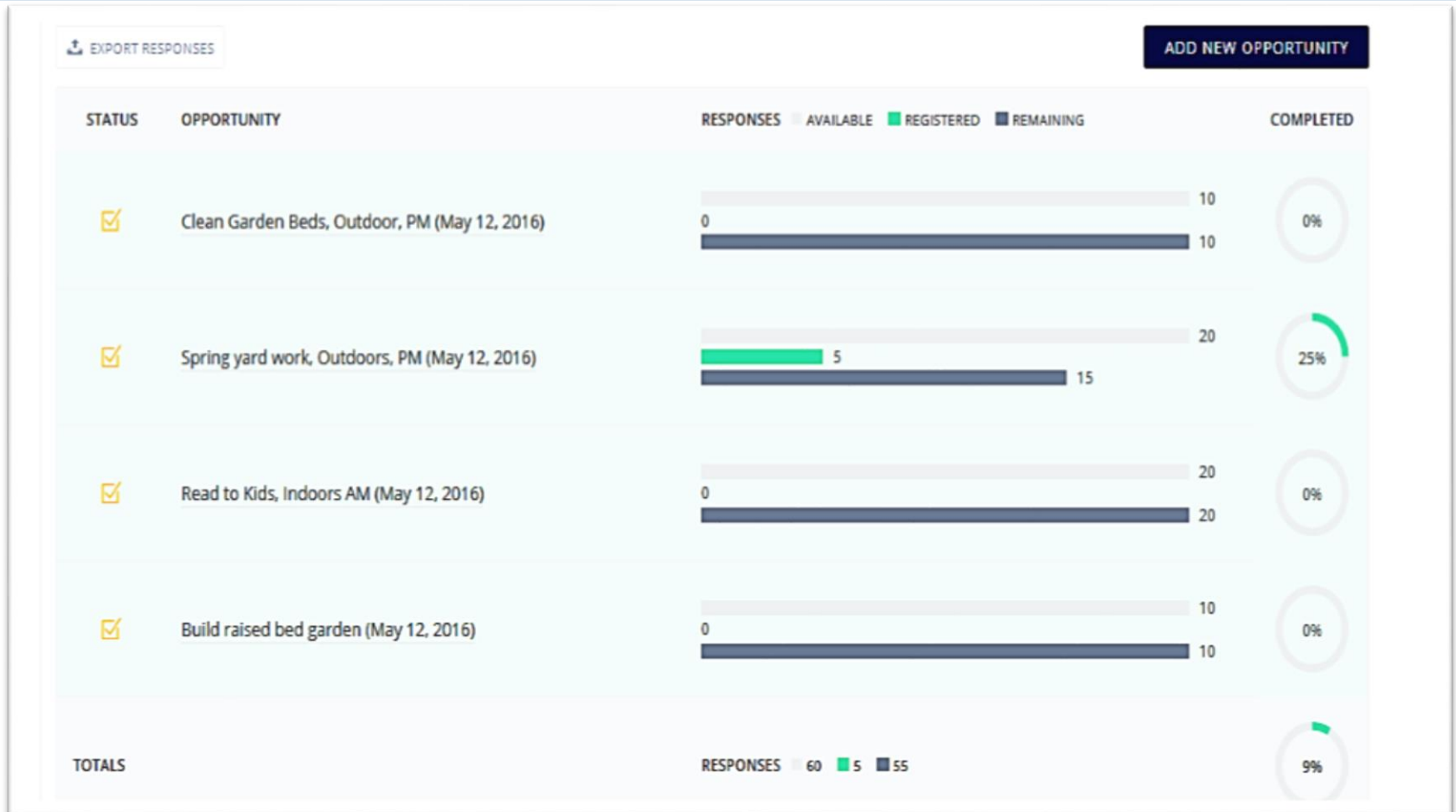
Minor Requires Adult? Yes No

Add Volunteer Opportunities

Additional Information		
Outdoors	<input type="radio"/> Yes	<input type="radio"/> No
Wheelchair Accessible	<input type="radio"/> Yes	<input type="radio"/> No
Family Friendly	<input type="radio"/> Yes	<input type="radio"/> No
Tools Required	<input type="radio"/> Yes	<input type="radio"/> No
Adequate Parking	<input type="radio"/> Yes	<input type="radio"/> No
Drinks Provided	<input type="radio"/> Yes	<input type="radio"/> No
Meals Provided	<input type="radio"/> Yes	<input type="radio"/> No


- If outdoors, include rain date
- Tools require, list tools needed
- Give specific parking instructions
- Food provided

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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Check in Volunteers

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

CHECK IN USERS

<input type="checkbox"/>	NAME	EMAIL	TEAM	CHECKED IN
<input checked="" type="checkbox"/>	Chonco, Phumelele	PhumeleleChonco@gmail.com		No
<input checked="" type="checkbox"/>	driscoll, Sue-test			No
<input checked="" type="checkbox"/>	Gustafson, Elaine			No
<input checked="" type="checkbox"/>	Kuhlmann frey, Dawn			No

CHECK IN USERS

WE UNITED

What's Next

Deadlines & Checklists

Companies Connecting with Projects

Deadlines/Next Steps

- **Agencies submit projects by March 8**
- **Project review make changes by March 15**
 - Each agency is responsible for checking the project information for accuracy.
- **Projected release of registration link to companies as early as March 18**
- **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 **CERTIFICATE OF LIABILITY INSURANCE** HORIAFA-02 **BLNI**

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 8**
- **Certificate of Insurance by May 1**
- **Review checklist prior to Day of Caring**
- **Provide supervision of volunteers**
- **Complete Agency survey**

Day of Caring 2019



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Questions?

Thank you.



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of East Central Iowa

Make a Difference



Volunteer. Advocate. Give.