



# Day of Caring 2019

May 9, 2019



United Way  
of East Central Iowa

# Objectives

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- Understand the purpose of Day of Caring
- Know UWECL responsibilities in the partnership
- 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

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# Partnerships

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



# 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

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- 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

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



# Before Day of Caring

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- 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**

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# Connecting with Projects

Select Projects

Share Selected Projects with Employees

Employees Register for the Projects

# Register Volunteer Teams

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- 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 displays the login page for the Uweci.org/VolunteerNow website. At the top right, there are navigation links: "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, the "Presenting Sponsor" is "Rockwell Collins". A sidebar menu includes "DASHBOARD", "OPPORTUNITIES", "EVENTS", "AGENCIES", and "COLLAPSE MENU". The central "Login" section contains a "SIGN UP WITH FACEBOOK" button, a link for users who haven't signed up yet, an email input field with the example "sue.driscoll@uweci.org", a password input field with masked characters, a "LOGIN" button, and a "Remember me" checkbox with a "Forgot your password?" link below it.

- **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



United Way  
of East Central Iowa

Presenting Sponsor



- 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 <span>20</span></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 <span>10</span></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 <span>5</span></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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United Way  
of East Central Iowa



# 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	<a href="#">VIEW DETAILS</a>  
 Clean Sweep for Children, Half Day PM-TEST United Way of East Central Iowa	May 10, 2018 12-5:00	10	<a href="#">VIEW DETAILS</a>  
 Art is Part of our Heart, Indoor, Full Day TEST United Way of East Central Iowa	May 10, 2018 9-4:00 pm	5	<a href="#">VIEW DETAILS</a>  



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

RETURN TO OUR WEBSITE   MANAGER   MY AGENCY

# LIVE UNITED™



United Way of East Central Iowa










Presenting Sponsor  
**Rockwell Collins**

**Day of Caring 2018**

Advanced Events > Day of Caring 2018

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 <b>Art is Part of our Heart, Indoor, Full Day TEST</b> United Way of East Central Iowa	May 10, 2018 9-4:00 pm	5	<a href="#">VIEW DETAILS</a>  

# 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

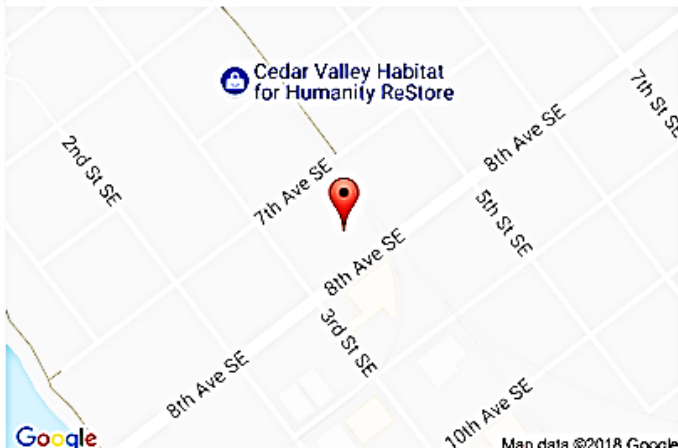


sue.driscoll@uweci.org

## 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**

### 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  
**LIVE UNITED.**

United Way of East Central Iowa

**FANNED**

# Team Information

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## 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

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

# Submit a Team

## Team Details

Team Name \*

Sassy Suzie

Team Description

[Empty text area for team description]

Will you be attending as part of the team?

Yes, I will be attending



Number of team members? (can add more later)

5



**SUBMIT TEAM**



# Email Confirmation

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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](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:

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- 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; align-items: center;"><div style="width: 100px; height: 10px; background-color: #ccc; margin-right: 5px;"></div>5</div>				
TOTALS			RESPONSES	5	0	5	0%

### 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

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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](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.

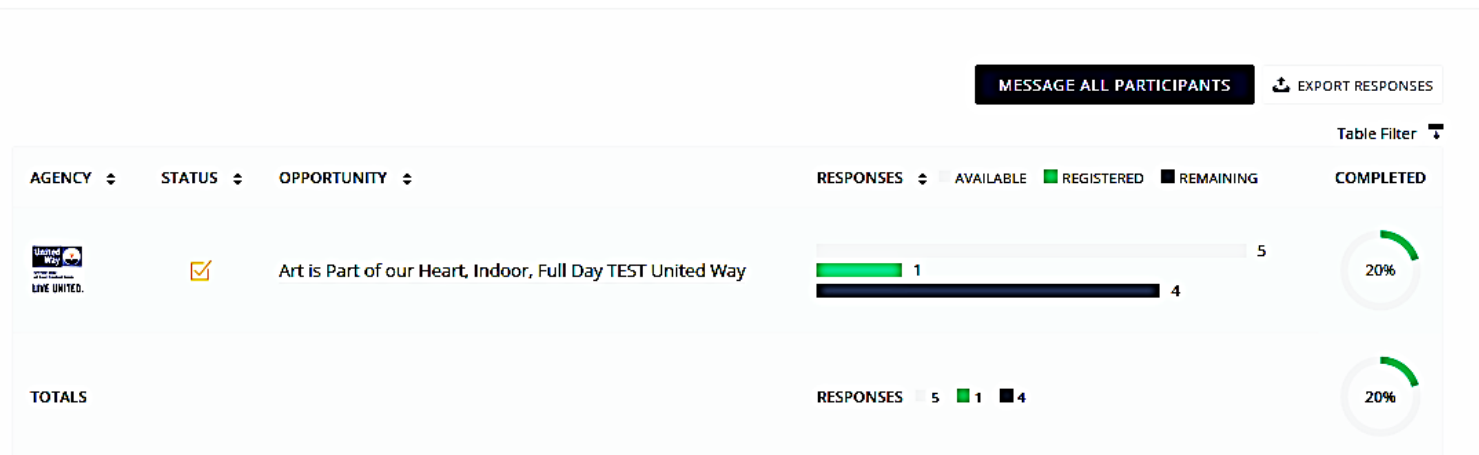
# Admin Link

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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

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- 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

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- **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.
- **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

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- **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. The company sent way more volunteers than signed up
- Commit to the entire time you signed up for or until project (and clean up) is complete



**All registered volunteers receive a t-shirt!**

**April 5 Deadline to submit sizes**  
**T-shirt pickup first week of May**

# Company Deadlines

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- **T-shirt size deadline April 5**
- **Company registration opens week of March 25**
- **Logo sponsorship deadline March 29**
- **Site visits by May 1**
- **Day of Caring May 9**
- **Volunteer survey complete by May 18**



# Positive Impactful Experience



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# Questions?

Thank you.

# Make a Difference

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**Volunteer. Advocate. Give.**