

## Quick Guide – Company Coordinator

### Important Dates

January or February	Attend a new coordinator training session (if needed)
Week of March 9	Project Match Week <ul style="list-style-type: none"><li>• Presenting sponsor – Early Bird Match</li><li>• Supporting sponsor – Mar 9 &amp; 10</li><li>• T-shirt sponsor – March 11 &amp; 12</li><li>• Team sponsor – March 13</li></ul>
March 24	Sponsor logos for t-shirt due
March 24	Volunteer t-shirt size and quantity order due
May 7	Project site visits complete
May 11 & 12	Company Coordinator pick up volunteer t-shirt
May 14	Day of Caring
May 22	Volunteer hours due

### Planning Checklist

- ✓ Gather interest around the workplace.  
How many volunteers? What types of projects? How long? What time of day?
- ✓ Select projects for your volunteer teams during your project match window.
- ✓ Recruit volunteers and designate a lead for each project you have selected.
- ✓ Communicate between volunteers and agency project leads.

### Questions? Contact:

Angelica Vannatta, CDE (she/her/hers)  
319-398-5372 ext. 822  
[angelica.vannatta@uweci.org](mailto:angelica.vannatta@uweci.org)