

Day of Caring Overview Part 1 September 15, 2010

Day of Caring is an annual event celebrating the spirit of volunteerism and launching the fall campaign for United Way of the Greater Lehigh Valley. It offers volunteers and donors the opportunity to see firsthand the needs and the essential services provided by United Way of the Greater Lehigh Valley and Lehigh Valley agencies.

Participants will get hands-on experience in volunteer efforts that help agencies provide more effective services to people in need. They will see their United Way contributions in action... firsthand...and the services United Way partner agencies and Lehigh Valley non-profits provide.

Day of Caring is a unique opportunity for you to market your services to the community, establish relationships with local businesses, and strengthen the volunteers' awareness of your mission.

Important Dates

June 2..... Project registration begins
July 19..... Project registration closes
August 2..... Volunteer registration opens
September 10..... Volunteer registration closes
September 13..... Final instructions emailed to Agencies & Volunteers
September 15..... Day of Caring

Contact Information

For questions regarding Day of Caring, please contact:

Sandie Kelly
Day of Caring Coordinator
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Jane Trotter
VP of Programs
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Day of Caring is sponsored by:



Responsibilities and Requirements for Participating Agencies

- ♥ Designate a Project Coordinator for your agency.
- ♥ Accurately represent and describe project(s) utilizing the online project registration tool, Volunteer Solutions. (See “Online Registration, part 3” for step by step instructions.)
- ♥ Once the project confirmations are sent, *please give the corporate contact a call*. Introduce yourself. Thank them for participating and review the details of the projects they will be doing: suggested dress for the volunteers, if they need to bring tools/supplies or if they will be provided with tools/supplies. Ask if the corporation could sponsor some supplies. Discuss a cancellation plan due to weather & a rain date.
- ♥ Make sure that the corporation(s) understands the directions to the project site and the starting/ending times.
- ♥ Discuss luncheon arrangements with your corporations in advance. (Corporations have been notified that agencies are not required to provide lunch.) Please have drinking water available for volunteers.
- ♥ CONTINUED FOR 2009: Have all volunteers sign-in on the sheet provided. **PLEASE have one sign-in sheet for each project**. Be sure that the photo release box has been checked before any photos are taken. (See “Sign-in Sheet”, part 4.)
- ♥ Provide an orientation and tour for volunteers. Also, explain programs, initiatives, etc. funded by United Way, what these programs are doing in the community, and how vital the funding is from UW. Keep in mind that these volunteers may be having their first volunteer experience and their first exposure to your agency. Please make it a good one!
- ♥ Assign an adequate number of staff to supervise volunteers. Ensure that staff persons are familiar with the agency, can answer volunteers’ questions and respond to problems and volunteer needs.
- ♥ Make a safe working environment. You will be responsible for volunteers while they are at you agency. Don’t forget safety and provide safety equipment if needed. If a medical emergency or accident occurs, follow your normal procedure for handling such and inform Volunteer Center immediately. _
- ♥ Plan to keep volunteers busy until 3:00pm. Where possible, have some extra projects in case volunteers finish early. Be sure to thank your volunteers for a job well done!
- ♥ Return completed sign-in sheet(s) to Volunteer Center by mail or fax, and complete the online evaluation after the event.
- ♥ Previous focus groups with corporations who participated in Day of Caring expressed how much they enjoyed the day and learning about the agencies. Don’t forget the goal of the day... connecting corporate volunteers with community agencies. *Have fun!*