

Day of Caring Project Planning
Part 2
September 15, 2010

Sponsored by: 
HIGHMARK
BLUE SHIELD
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Determine Project Types and Volunteers Needed

To help determine the number of volunteers to request, you will need to decide what type(s) of project(s) you have to offer. Once you determine the type of project and the number of volunteers needed for each project, you will submit **each project** online. Therefore, some agencies may have more than one Day of Caring project listed online.

• **Type 1: Variety of Small Projects – No Special Skills Needed**

Sample Headline: Bring Our Playground Back to Life!

Project Description: Volunteers will spend the day raking, mulching, weeding, and planting the playground, (4 people) and painting the shed (2 volunteers). We'll also be sorting, cleaning, and organizing outdoor toys in the shed (2 people).

Total Volunteers: 8

• **Type 2: One Basic Category/Project – No Special Skills Needed**

Sample Headline: Sort and tag at our Thrift Shop!

Project Description: Volunteers are needed to organize and price items for our store.

Total Volunteers: 4

Sample Headline: Paint the exterior of our Thrift Shop!

Project Description: Volunteers will be helping with painting the exterior of our building. They should wear protective clothing.

Total Volunteers: 6

• **Type 3: Special Skill Project(s) – Special Skills Needed**

Sample Headline: Design and Build Picnic Tables for our Camp!

Project Description: We don't have blueprints, so we're looking for a team with design and building skills. We have a need for 4 picnic tables to be built at our site. We need the volunteer team leader to meet with us ahead of time to let us know what materials you'll need, and we will obtain the material in time for the project.

Skills needed for this Project: Woodwork design and carpentry. Moderate finish quality

Tools/supplies provided: lumber, nails, hand saw, measuring tape, sand paper

Additional Tools/supplies needed: hammers, electric saw, miter box, electric sander

Total Volunteers: 6

Project Ideas

Outdoor Maintenance and Preservation: Have volunteers...

Paint murals on the inside and outside walls of an organization * Plant a garden * Construct or paint picnic tables/park benches * Repair and clean a camp or play area for children * Clean and paint fences * Remove litter from a river and its banks * Build a deck or patio * Plan a yard clean-up: weeding, planting, raking, mulching, pruning shrubs * Spruce-up a playground * Develop a nature trail

Restoration/Repair Work: Have volunteers...

Paint the inside or outside of a building * Repair a porch roof * Wash windows, carpets, walls, toys * Clean and tune-up transport vans or buses * Wallpaper a room * Construct a play gym for children * Build a coat rack at a shelter or childcare center * Build a storage shed for recreational equipment * Rehabilitate a group home * Construct an accessibility ramp * Sort and repair organization toys and equipment * Create an art room for a youth center

Special Events for Organization's Clients: Have volunteers...

Plan a "fun" day for residents at a nursing home: games, singing, fingernail painting, hair styling, etc. * Plan and accompany clients on a field trip * Organize a mini-Olympics for clients * Put on a talent show or slide show for clients at a senior center * Play games or read stories with children at a childcare center * Plan and staff a cookout, picnic, "theme" party or ice cream social for clients * Help clients with classes in needlepoint, crocheting, pottery, or other crafts * Accompany a youth group on a day hike or outdoor field trip * Grocery shop for clients * Visit and deliver meals to homebound clients * Organize a flea market for clients in a residential facility * Present a puppet show to children * Work at a local soup kitchen or homeless shelter * Walk and feed animals and clean cages at the local humane society

Clerical/Managerial: Have volunteers...

Fold, stuff and address organization bulk mailing * Distribute organization brochures to various locations * Inventory organization educational supplies * Assist with website development * Organize storage closets * Do data entry * Change batteries in emergency response units in group homes * Wash and clean CPR mannequins * Develop a videotape or slide show presentation of the organization to promote its mission and services * Catalog and sort books in a library * Prepare emergency medical kits for clients * Conduct a telephone survey * Design a brochure or other public relations materials

Projects To Be Avoided

The following are examples of projects that are usually not suitable for Day of Caring:

- Projects that need technical designs, unless the agency or a volunteer leader can provide designs.
- Design-as-you-go approach often wastes time and materials and results in less than satisfactory end products.
- Projects that may be unsafe for the volunteers, e.g., having to work on tall ladders, in too close proximity of vehicular traffic, lift too heavy objects, etc. Remember, agencies could be held liable if reasonable safety precautions were not considered.
- Projects that require complex or time-consuming preparatory work such as obtaining multiple permits, building concrete foundations, scraping old paint, clearing a field, etc. (unless such preparatory work is the Day of Caring project).
- Projects that cost more to make than it would to purchase.

Project Approval

Projects may be edited for space or clarity.

Bad Weather Plans

Each agency is responsible for making its own plans in case of inclement weather on the Day of Caring, September 15, 2010. Day of Caring is not cancelled due to bad weather, and you may need to alter your project plans. If possible, agencies that are planning outdoor projects are encouraged to plan an alternate indoor project or projects in case of inclement weather, for example, cleaning, rearranging heavy furniture, straightening out storage rooms, etc.

Agency project coordinators will have the opportunity to stipulate their bad weather plans when registering their projects online. It is imperative that you communicate your bad weather plans to volunteers ahead of time.

On Day of Caring, it is the responsibility of the agency project coordinator and corporate team leader(s) to communicate directly with each other regarding any changes in plans.