

DAY OF CARING

For 25 years, United Way of the Greater Seacoast has brought hundreds of volunteers together to participate in Day of Caring. This annual, full day opportunity offers teams of volunteers from local companies and organizations the chance to roll up their sleeves and make a difference in the community. Projects are available at nonprofits, schools, and libraries throughout the Seacoast.

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Overview

United Way of the Greater Seacoast's Day of Caring, held every September, is an event where over 700 volunteers from around the region join local nonprofit agencies to work on one-time service projects. Participating nonprofit agencies host local businesses and organizations who choose to give their time and services in an effort to impact our communities' needs. Day of Caring is a unique opportunity for agencies to market services to the community, establish relationships with local businesses, and strengthen the volunteers' awareness of their mission. Businesses have the opportunity to engage employees in impactful projects, develop meaningful relationships with local nonprofits, and increase visibility in the community.

Participants

Agencies: All participating nonprofit agencies must be located in the seacoast region: Strafford and Rockingham Counties in New Hampshire, Eliot and Kittery in Maine. Agencies must be registered as a member of United Way's Volunteer HQ. Only Volunteer HQ partner agencies that participate in training on the web-based project registration process will be able to participate in Day of Caring.

Volunteers: Volunteers are recruited from local businesses and organizations. Each participating company or organization provides a volunteer project leader to lead a volunteer team.

Contact Information

For questions regarding Day of Caring, please contact:

Sarah Tremblay, Volunteer Engagement Manager
603-737-9117; stremblay@supportunitedway.org

United Way of the Greater Seacoast
112 Corporate Drive, Unit 3
Portsmouth, NH 03801
Fax: 603-436-6349

Policies and Procedures

Responsibilities of the United Way Volunteer HQ

- Fundraising/Sponsorships for Day of Caring (DOC)
- Planning, administration, and evaluation of DOC
- Training agencies and volunteers
- Recruiting companies and community organizations to participate
- Providing best practices and other resources
- Support and troubleshooting for agencies and volunteers

Requirements for participating nonprofit agencies

- The agency must be a Volunteer HQ partner
- Accurately represent and describe project(s) utilizing the web-based project registration tool
- Attendance at training on web-based project registration process and best practices provided by UWGS
- Provide lunch and water to all volunteers
- Provide all necessary materials needed to complete project(s)
- Meet with volunteer Team Leader(s) prior to the event

Requirements for DOC volunteers

- Designate Team Leader(s)
- Team Leader or other designated individual attendance at training on web-based project selection process and best practices provided by UWGS
- Meet with agency representative prior to the event
- Volunteers must be over 18 years of age
- Use photo release forms provided by United Way and return via scan, fax, or mail.

Projects at Client Homes

As a general practice, projects at client homes will not be considered for inclusion in Day of Caring. However, projects at group homes will be considered where agency staff is present. Agencies may submit individual client home projects online at UWGS as regular volunteer opportunities at any time throughout the year.

Half-Day Projects

Half-day projects will be considered for inclusion in Day of Caring. Typical shifts are 9am-1pm or 12pm-4pm. Agencies will need to ensure a project is truly half-day, provide all necessary materials as well as lunch for the volunteers.

Project Approval

Projects are accepted at the sole discretion of UWGS and UWGS reserves the right to exclude a project.

Bad Weather Plans

Each agency is responsible for making its own plans in case of inclement weather on Day of Caring. UWGS never cancels Day of Caring due to bad weather. If possible, agencies that are planning outdoor projects are encouraged to plan an alternate indoor project(s) in case of inclement weather, e.g. cleaning, rearranging heavy furniture, straightening out storage rooms, etc. Agency representatives 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 representative and volunteer team leader(s) to communicate directly with each other regarding any changes in plans.

Best Practice Guidelines for Nonprofit Agencies

Project Planning and Registration

- Meet with appropriate staff to discuss project options
- Identify appropriate projects
- Compile information for each project
 - Details of tasks
 - Skills required of volunteers
 - # of volunteers required
 - Timeframe of project (i.e. ½ day or full day)
- Appoint staff to oversee projects as project coordinators
- Obtain permits or approvals, as needed
- Assess risks and ensure safety plan is in place for each project
- Identify bad weather plans and, if appropriate, alternative projects in case of inclement weather
- Utilize online registration to submit projects by the deadline

After Project Registration

- Be aware of the timeframe for volunteers to select projects
 - Log in to Volunteer HQ to continually monitor projects for volunteer registrations
 - Contact team leaders registered for your project(s)
 - Schedule a site visit with Volunteer Team Leaders

During Site Visit with Volunteer Team Leader

- Utilize the project plan form provided by United Way
- Discuss the following with each volunteer team leader:
 - Specific details of the project
 - Priority of tasks and anticipated timeline for completion
 - Limitations, restrictions or special needs of volunteers (physical or dietary)
 - Materials list (i.e. what you will have, what volunteers might be able to bring)
 - Bad weather plans
 - Dress code
 - Lunch options
 - Parking for volunteers
 - Meeting place and time
 - Exchange contact and emergency contact information
 - Potential risks and safety plan arrangements
 - Locations of first aid kits and restrooms
 - Cell phone coverage at project location
- Ensure team leaders have directions to the project site

After Site Visit with Volunteer Team Leader

- Discuss and distribute information obtained during site visit to staff, as appropriate
- Solicit donations:
 - Materials for projects
 - Lunch for volunteers
- Prepare sign-in sheets
- Make copies of photo release forms
- Confirm staff assignments and meeting times

On day of the project

- Provide orientation for volunteers and tour of facility – who you are and what you do.
 - Location of restrooms
 - Location of kitchen or other location of refreshments
 - Location of first aid kit
 - Location of phone
- Introduce project coordinators to volunteers
- Discuss chain of command
- Direct team leaders to appropriate project coordinators
- Maintain contact throughout day with team leaders to assess:
 - Progress of project
 - Need for breaks
 - Volunteer engagement (i.e. Restless, bored, involved)
 - Need for reassignments
 - Need for alternative projects
 - Build in time for clean up
- At lunch, sit with volunteers to get to know them and ask questions about their business, their experiences so far and invite questions about your organization
- At the end of the day, bring all volunteers back together for a debriefing
 - Identify what worked
 - Identify what didn't work and how to avoid it in future
 - Identify any work still remaining and discuss possibility of volunteers coming back another time to complete it
 - Ensure all appropriate forms are signed and turned in to project coordinators
- Thank volunteers and invite them to come back!

After the project day

- Meet with staff to discuss
 - Feedback from volunteers
 - What worked/What didn't work
 - Plans to complete unfinished projects, if applicable
 - How to thank volunteers

Best Practices Guidelines for Team Leaders

Purpose

The Day of Caring Volunteer Team Leader is an integral part of Day of Caring activities. Team leaders help to streamline communication and provide structure and direction of Day of Caring activities for both volunteers and nonprofit project coordinators.

Responsibilities

Day of Caring Volunteer Team Leaders are responsible for recruiting a team of volunteers and understanding the interests, skills, and limitations of their team. Volunteer Team Leaders are responsible for meeting with the nonprofit project coordinator, obtaining logistical information about the project, and communicating all pertinent information to volunteers. In addition, team leaders are responsible for delegating tasks to volunteers on Day of Caring and continually assessing assignments and the project timeline throughout the day.

Time commitment

- 1.5 hours Team Leader training (if necessary)
- 1 hour to conduct a site visit with nonprofit agency prior to Day of Caring.
- 1 hour to conduct meetings with team of volunteers
- 6-9 hours on the Day of Caring

Best Practices Guidelines for Team Leaders

Specific duties

- Recruit a manageable number of volunteers to be on team
- Conduct meeting with volunteers to assess skill set, interests, and limitations (dietary and physical)
- Contact nonprofit agency project coordinator to arrange a site visit prior to Day of Caring
- Conduct a site visit to discuss:
 - Details of project
 - Priority of tasks and timeline
 - Materials list
 - Bad weather plans
 - Dress code, lunch options, parking, meeting place and time
 - Exchange of pertinent emergency contact information
 - Potential risks and safety plan
 - Limitations of volunteers (i.e. allergies, special needs)
- Conduct a follow-up meeting with volunteers to go over details of site visit and provide all pertinent information, as needed. (i.e. directions to project site, primary contact phone number, meeting time)
- Delegate tasks, as needed, prior to or on Day of Caring
- Continually assess progress of work with volunteers and nonprofit project coordinator on Day of Caring
- Conduct a post Day of Caring meeting with team of volunteers to evaluate experiences and document, as appropriate.
- Thank volunteers
- Provide feedback to United Way Program Coordinator:

Sarah Tremblay, Volunteer Engagement Manager
stremblay@supportunitedway.org 603-373-9117

Project Ideas

General/Outdoor Projects

- 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
- Paint the exterior of a building
- Repair a porch roof
- Clean and tune-up transport vans or buses
- Construct an accessibility ramp

General/Indoor Projects

- Wash windows, carpets, walls, toys
- Wallpaper a room
- Paint interior rooms
- Build a coat rack at a shelter or childcare center
- Sort and repair organization toys and equipment
- Perform data entry
- File
- Fold, stuff and address organization bulk mailing
- Distribute organization brochures to various locations
- Organize closets and storage facilities
- Troubleshoot tech problems

Working with Clients

- Play games or read stories with children at a childcare center
- Plan and hold 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
- Help conduct a training session for clients in teamwork, problem solving, etc.
- Work at a local soup kitchen or homeless shelter

Capacity Building

- Research grant sources
- Assist with website development
- Run a tech trends and uses workshop for staff
- Develop a video or slide show presentation of the organization to promote its mission and services
- Conduct and compile a telephone survey
- Design a brochure

Special Events and Projects

- Prepare emergency medical kits for clients
- Hold a car wash for agency
- Create an art space in a youth center
- Paint a mural
- Create a library space in group home
- Hold a read-a-thon at a local library or school
- Put on a talent show or hold a carnival at a local nursing home

Projects To Be Avoided

- 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 very 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 Planning Worksheet

Once you have brainstormed project ideas and are ready to start narrowing your focus, it is important to keep in mind how feasible your project is in terms of timing and overall volunteer experience. Use the question below to help you land on a final project that will delight both your agency and your volunteers.

1. Can the project be substantially completed in the allotted working time with non-professional workers (allowing time for set-up, break down, agency briefing and lunch)?
2. Is the size and complexity of the project appropriate, considering the volunteers' skills and allotted time?
3. How many volunteers can you accommodate, taking into account space limitations?
4. Does the project require specific skill levels? For example, would you need an electrician or skilled carpenter?
5. What is the need vs. availability of tools and equipment, including those provided by the agency and by the volunteers? What tools can you provide, and what tools could you ask the volunteers to bring from home?
6. Is the project too hazardous for the volunteers? Does the work require climbing a tall ladder? Is an outdoor work area close to a heavily trafficked street without protective barriers? Is there a potential fire hazard, e.g., use of propane torch? (Consider potential liability exposure)

7. Will agency clients be present? Are young children or elderly persons likely to be around the work area while the work is in progress? Does the performance of work need to be coordinated with the clients' schedules?

8. Will the agency provide someone to organize and/or oversee the work being performed? (It is essential that each agency designate a point of contact that is available most of the day, even if the designated person does not work with the volunteers all the time.)

9. Does the agency have the ability to accomplish the necessary preparatory work in advance of Day of Caring, e.g., purchasing necessary materials, installing foundations for a new structure, obtaining municipal permits, etc.?

10. Are there smaller projects that volunteers can work on if they finish the main project early?

11. What plans do you have in case of inclement weather?

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: One Basic Category/Project – No Special Skills Needed

Sample Headline: Bring Our Playground Back to Life!

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

Total Volunteers: 8

Type 2: Variety of small, unrelated projects – No Special Skills Needed

Sample Headline: Sort, clean, tag, paint, organize, and garden at the Thrift Shop!

Project Description: There are many small projects to do at the Thrift Shop that support our program. Take turns sorting, organizing and pricing items. Spend a little time outside raking or making our windows sparkle. Paint some shutters or do a little filing. Need a break? How about doing a little data entry. Plenty of general projects for your group!

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.

Total Volunteers: 6

Determine Permit Requirements

Some of your best project ideas may require a permit from the city, state, or town. Below are some guidelines to help you determine whether or not a permit is required. The guidelines provided are general and do not necessarily reflect the rules associated with your city. Therefore, in all cases, you should check with your local inspection department or code official to help determine your permit need.

In addition to your local code official, some board members, skilled staff, current volunteers, and licensed professionals are knowledgeable resources that can help you evaluate project needs and scope.

General Guideline: New construction and renovation work often requires the issuance of a building permit.

Some examples of renovation work that may require building permits are:

- Building addition of any size.
- Demolition of all or part of a structure.
- Changing exits or exit components in any way, especially in public buildings including commercial and institutional occupancies.
- New structures including sheds, gazebos, awnings.
- Structural changes or repairs.
- Renovations that will add or significantly alter plumbing or electrical installations.
- Enlarging existing rooms or spaces if the work involves altering structural supports.
- Adding a dormer or otherwise modifying the roof structure.

Many types of maintenance repairs to existing structures do not require application or notice to the code official. This is work associated with the normal maintenance of a property and which affects primarily the surface or finish characteristics of a structure. Some examples of renovation work that may not require building permits are:

- Painting or wallpapering
- Repairing floors or carpets
- Repairing interior or exterior of a building
- Repairing cabinets or countertops
- Repairing windows, doors or siding
- Repairing masonry or roofing material

PROJECT DESCRIPTIONS THAT SELL

When writing a description for a volunteer project, it's important to sell the volunteer **benefits** (skills acquired, have fun, meeting people, help others) and share the descriptive **features** (when, where, who, what) of the project. Think about the volunteer reading your project description. Does it give them a clear picture of what the project involves? Is there anything in the description that would entice a volunteer to select your project? It's easy to focus on the details of a project from the organization's perspective (e.g. we need our walls painted, floors cleaned, windows washed) while forgetting who your audience is - the volunteer! Below are some examples of project descriptions that will sell, as well as some that won't sell as well.

Projects That Sell:

Clean Sweep for Children

A lot of heart and a little muscle go a long way to help children thrive. We invite you to help us spruce up our youth residential care facility, with yard cleanup, planting bulbs, pulling weeds, and reconstructing the compost and recycle bin areas. The variety of tasks will meet all your diverse interests, talents, and abilities. Your tasks, in turn, will make a positive impression on resident youth and their family and/or visitors, staff and the neighbors!

Ante up! Help with Casino Day for Elders

Bring joy and fun to elders and others with disabilities while having a great time with your colleagues. Our annual Casino day with Day of Caring volunteers is one of the highlights of the year for participants at our adult day health center. Who needs Vegas when we can have our own casino with poker, black jack and craps right here? If you have any special talent in addition to staffing game tables, you could also provide entertainment. We are looking for people with caring hearts that are open to people with disabilities who love to have fun.

Project Descriptions That Don't Sell as Well:

Carpet cleaning/pressure washing

We need 2 classrooms carpet to be cleaned, and a 4 car parking area to be pressure washed no, pressure washer will be supplied, and one carpet cleaner, if they could bring a carpet cleaner so 2 could work at a time, that would be great

Chill Is In The Air

The trees have dropped their leaves, the drains are filling with debris, the tree roots are getting thirsty, door handles are getting ready to collect germs, and the chill is in the air. Come and help us prevent the spread of germs, make sure our trees don't die this winter, and our drains are kept clear.

Day of Caring

Help in removing the window awnings at the Community Center. No training required. Need some muscles and ability to climb a ladder

Your Project Title is Important!

The title is the first thing a prospective volunteer group sees when viewing Day of Caring project listings. Use the title to draw attention to your project.

Don't use "Day of Caring" in your project title. Volunteer teams already know it's a Day of Caring project.

Sample Titles:

Give a Foster Child the Backyard of their Dreams!

Weed Warriors Needed to Win Battle Over Scot's Broom

Free Weeds in Interlaken Park!!! U - Pick - 'Em

Risk Assessment Checklist

The following risk assessment checklist will help ensure that your Day of Caring project, staff, and volunteers will be as safe as possible. The checklist should be completed for each project and/or project site.

Overall Safety

- Adequate liquids are available to volunteers to ensure proper hydration and to eliminate heat stress exposure.
- Breaks will be made part of any projects, especially in very warm conditions.
- All volunteers must wear close-toed shoes.
- Fully stocked first-aid kit is available and readily accessible at all project sites.
- Agency personnel and volunteers know the location(s) of first-aid kit.
- Individual trained in first-aid/CPR available at each work site.
- List of emergency numbers is available and readily accessible at each work site.
- Working phone is available at each work site.
- No volunteer will work alone at sites where mentally or physically challenged persons, recovering alcoholics, or drug addicts reside or are enrolled on-site.
- Volunteers will work in larger groups in areas identified by law enforcement as high-crime areas or will be provided with local security.
- Volunteers will be assessed to ascertain particular allergies to plants, insect bites, respiratory sensitivity, sensitivity to chemical vapors and other personal health issues prior to beginning project.
- Volunteers will be advised to wear bug spray and sunscreen if appropriate.
- For clean-up projects volunteers will wear gloves and be instructed to watch for sharp items, biohazards, puncture hazards, etc.
- Personal protective equipment is available for each task, as applicable. **(Safety glasses, hearing protection, gloves, hard hats, respirators, etc.)**
- Staff will ensure that volunteers are properly dressed for the task prior to the start of activities.
- Lightning safety will be practiced in the event of thunderstorms.

Equipment and Power Tools

- ❑ Power tools/equipment will be checked for safety by a qualified tradesperson prior to use by volunteers.
- ❑ Volunteers will be supervised to ensure safe operation of power equipment. Only qualified, experienced operators will use hydraulic/electric equipment.
- ❑ Ground fault protection used for tools outside or in bathrooms or other wet areas.
- ❑ Safety glasses and hearing protection will be available and used with power tools.
- ❑ Volunteers will wear proper hard-toed footwear when operating power tools.
- ❑ Ladder and scaffolding safety will be practiced.
- ❑ Potential hazard exposure will be determined by reading safety data and warning labels on all paints, solvents and thinners. Water-based paints used wherever possible.
- ❑ Dust masks and respirators are available and will be used by volunteers involved in sanding and scraping or painting in areas of poor ventilation.

Cleaning Animal Pens

- ❑ Advise volunteers to use caution to avoid slipping on animal waste, holes or other uneven surfaces.
- ❑ Dust masks/respirators will be used when adding or removing bedding material.
- ❑ Gloves will be worn and proper personal hygiene will be stressed.
- ❑ Volunteers will be alerted to animal habits and behaviorally challenged animals that could become aggressive will be kept away from volunteers.

Child Care and Working with Clients

- ❑ Agency representatives will be present during all interactions between volunteers and children or clients to guard against any behaviors that could endanger the child/client or be potentially harmful to the volunteer.
- ❑ If appropriate and necessary, have volunteers sign disclosure statement or confidentiality statements prior to event.

DAY OF CARING SAFETY PLAN

General Safety Guidelines

We recognize the potential for serious injury and liability problems associated with Day of Caring, just as we do each time any volunteer offers his/her services. To help avoid the potential pitfalls and hazards that can occur during an event of this nature, please take the time to review the safety guidelines below to help ensure that the Day of Caring is both a rewarding and safe experience for everyone involved.

Below are some actions to follow if an accident does happen:

- Prior to any work being done, ensure that you have emergency contacts for every volunteer.
- **If the person has a serious injury call 911 immediately.** Then call a friend or family member of the injured person, if appropriate, and the UWGS office number at (603) 436-5554 or (603) 373-9117.
- Stay calm. Have all of the other volunteers stop working if there is any reason to believe that the work is unsafe, or if the volunteers simply cannot focus sufficiently on the project's task. Be sensitive to the mood and needs of the volunteers.
- Designate someone else to oversee the other volunteers so that you can focus on the injured volunteer.
- Try to determine the seriousness of the accident. See if there is a volunteer that may have some training to assist the injured individual (e.g., a doctor, nurse or EMT).
- If the person has a minor cut or scrape, administer first aid and then fill out an accident report.
- Ensure that all appropriate agency representatives are aware of the injury.

Photo Release

10 Reasons to Give Us Your Email Address

1. We like to say thanks. 2. You'll find out about stuff before everyone else. 3. If you move or change jobs, we can stay in touch. 4. You'll get special invitations. 5. We won't spam you. 6. We'll save on postage. 7. We can connect you to like-minded people. 8. Because you care about children, youth, and families. 9. Email saves paper. 10. We'll show you where the money goes.

Photo and Video RELEASE OF CLAIMS

In consideration for being permitted by the United Way of Massachusetts Bay & Merrimack Valley, Inc. (DBA United Way of the Greater Seacoast), to appear in promotional and/or documentary materials, whether in print, video, audio or other written or electronic form, I hereby agree as follows:

1. I agree to allow motion pictures, still photographs, videotapes, and sound recordings to be taken of me and/or my minor children, and to permit interviews to be taken of or about me and/or my minor children, by the United Way of Massachusetts Bay & Merrimack Valley, Inc. (DBA United Way of the Greater Seacoast), the United Way of America, and their parent, subsidiary and affiliated agencies, as well as their agents, successors and assigns (all of which collectively are referred to herein as "United Way").
2. I agree that the above audio, visual and/or written material, as well as information gathered about me and/ or my minor children, including my name and the names of my minor children, may be shown, televised, broadcasted, printed, published, sold, transferred, and copyrighted by the United Way, and may be used by the United Way for purposes of advertising, promotion or publicity.
3. I waive and release for myself and my minor children all rights and claims for compensation or damages for such use of the above audio, visual and/or written material, as well as for the use of the names of and information about me or my minor children.

Please Print

Name _____

Home email _____

Home address _____

Town, State, Zip _____

Home or cell phone _____

Company/Organization _____

Signature: _____

Day of Caring Project Plan

We have designed this form to make your project planning easier and foster communication between the nonprofit and the Volunteer Team Leader(s). Please share copies of this completed form with all appropriate personnel.

Company _____ Primary Contact _____

Phone _____ Cell Phone _____

Fax _____ E-mail _____

Agency _____ Primary Contact _____

Phone _____ Cell Phone _____

Fax _____ E-mail _____

Project Description

Step One: PLANNING

- Arrange for the Agency Project Coordinator and Volunteer Team Leader to meet at the project site prior to the day of the project.

Date _____ Time _____

Location _____

Step Two: MEETING

- Discuss and agree on the details of your Project, including:

VOLUNTEERS Number of volunteer participants _____
 Number of client participants _____
 Number of agency participants _____

SCHEDULE Volunteers will arrive at _____ a.m. p.m.
 Volunteers will depart at _____ a.m. p.m.

PARKING Volunteers should park _____

DIRECTIONS _____

REFRESHMENTS Will be supplied by _____
 Items Needed _____

SPECIFIC
REQUESTS _____
(i.e. vegetarian lunch)

SUPPLIES	<u>Materials Needed</u>	<u>Supplied by</u>	<u>Confirmed</u>

CLOTHING _____

LIMITATIONS
OF VOLUNTEERS _____

INSURANCE Make sure insurance liability issues are resolved. Notes:

EVENTS What will happen when the volunteers arrive? (example: tours, presentation of services, work, lunch, etc.)

BACKUP PLAN In case of bad weather or other emergencies contact:

Company contact _____ Phone _____

Agency contact _____ Phone _____

The Plan: (ex: Who will call who; at what time; instructions for volunteers, etc.)

POLICY Discuss agency policies, including policies on photography, confidentiality, and any other special considerations.

MEDIA Discuss media plans of both the agency and company for event. (ie., press releases, psa's, radio remote sites, TV coverage, etc.)

OTHER Your notes on anything not covered by this plan:

Step Three: EVALUATION

At the end of the project:

- **Discuss.** Have a short discussion session with your staff and volunteers to determine how the day went.
- **Thanks.** Personally thank volunteers and ensure you have names and email addresses for all participating volunteers.
- **Photos.** Ensure you have all signed photo release forms from volunteers. You may want to take a group photo of your volunteers and any participating agency staff or clients to be used in newsletters, thank you notes, company website or bulletin boards. Consider sending photos/stories to UWGS-we will post them on our website and Facebook page.
- **Evaluate.** Be sure to evaluate your events.