

Centre County United Way

# Day of Caring

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Thursday, October 7<sup>th</sup>, 2021  
AGENCY PLANNING GUIDE

*All projects must adhere to these guidelines*

## STEP 1: SUBMIT YOUR PROJECT

- All projects must be completed in one day.
- We have several volunteers that look for less physical opportunities. These projects might include mailings, organizing files, general office duties, etc. Please feel free to submit those types of projects as well.
- Use care in completing the project registration form. You will be asked to describe the project, the materials needed that you will be supplying, and any special skills being requested.
- It is the agency's responsibility to obtain the materials needed to complete the project. The United Way is continuing to seek donations from area businesses and appreciate the continued generosity of Lowes and Home Depot, however materials are in limited supply this year so we cannot make any guarantees.
- Your project must be coordinated by an agency project coordinator who will oversee the project from planning phase through completion. You will be required to enter the name & phone number (mobile preferred) of this Site Contact on the registration form.
- New for 2021** – Will your organization have any COVID requirements such as mask mandates or full vaccination requirements? You will submit this information on the form in the "Notes" section.
- Regarding your request for volunteers - the form will require you to enter a specific number of volunteers needed for your project, not a range. Carefully consider this number to help us best recruit and match volunteers to your project.
- Projects must benefit a 501(c)(3) non-profit agency (or agencies). Projects for an individual must be submitted by a case worker through an agency.
- All projects are subject to review and evaluation by the Day of Caring Committee.

## STEP 2: CONFIRMATION

- Your Agency will be notified via phone to arrange a site visit if that is deemed necessary.
- Following the completion of any required site visit, we will confirm that your project has been accepted.
- All approved 2021 projects will be confirmed by Lauren Smith, Day of Caring Event Coordinator.
- We will also be confirming the donated materials/paint (if any) we will be able to supply your project. You will be provided a certificate to pick up this specific product from the local providing business.

### STEP 3: VOLUNTEERS

- In September, you will be given details regarding the volunteer group assigned to your project. You should then contact the Volunteer Coordinator to thank them and to discuss your project. As needed, set up a time to meet with them to review the project.
- Although every attempt will be made to recruit and match volunteers to projects, Day of Caring cannot guarantee that skilled or sufficient number of volunteers will be available for every project.
- T-Shirts! We know how much our volunteers love the annual T-shirt! You will be informed when they are ready at the United Way office in Pine Grove Mills, and it is the agency's responsibility to pick up your organized T-shirts bag and distribute them on the Day of Caring.
- The **Agency is to provide lunch and drinks for all volunteers**. If you work with businesses who are willing to donate food and/or beverages, please be sure to include the businesses name on the follow-up form so they are also acknowledged in the Day of Caring "THANK YOU" display ad in the Centre Daily Times.

### STEP 4: DAY OF CARING

Thursday, October 7, 2021

► **It is finally here! The day we have all been waiting for. Here are some final tips and suggestions to ensure a great day:**

- Allow appropriate time for set up and clean up and be ready for the volunteers when they arrive.
- Prepare a brief volunteer welcome. This is a great opportunity to educate community members about your agency's services & mission. **SHARE YOUR STORY** and make it personal.
- Also prepare any orientation and housekeeping notes for your volunteer group, such as the location of restrooms, the availability and location of refreshments, etc.
- **Be accessible!** Volunteers will have questions during the day and may need help.
- **We will be accessible too!** Event Coordinator Lauren Smith will be ready to assist - contact her at the below mobile number as needed.
- **Document the day!** Take lots of pictures of your volunteers. Please send at least one group picture to Lauren at [dayofcaring@ccunitedway.org](mailto:dayofcaring@ccunitedway.org) so we can include them in social media. **Please label the files with agency name/group name when you send them.**
- **HAVE FUN!**

### STEP 5: POST DAY OF CARING

- After Day of Caring, it is important to acknowledge your volunteers and providers of any materials. These thoughtful gestures go a long way!
- Complete the Project Follow-Up Form that you will be supplied and return by due date.

**We look forward to working with you this year!**  
**LIVE UNITED!**

Lauren Smith  
**Centre County United Way**  
*Day of Caring Event Coordinator*  
Mobile (814) 360-7112 (call or text)  
[dayofcaring@ccunitedway.org](mailto:dayofcaring@ccunitedway.org)