



Centre County United Way

Thursday, October 5, 2023

AGENCY GUIDELINES

All projects must adhere to these guidelines

ELIGIBILITY & PROJECT APPLICATIONS

- All projects must benefit a 501(c)(3) non-profit agency. Projects for an individual will be considered if they are submitted by an agency representative who will oversee the project.
- It is most ideal for all Day of Caring projects to be completed in one day.
- Every Project Proposal will require the contact information for two key individuals: the Primary Contact and the Site Coordinator. The Primary Contact will be the liaison with the United Way from the application and review process through the planning season. The Site Coordinator is required to be on-site at the project during the full Day of Caring. Note: these two roles can be filled by the same individual.
- Use care in completing the Project Proposal form. It is advised that you review the electronic registration form prior to completion to fully comprehend all data required.
- Agencies are invited to submit more than one project.
- Some volunteers are looking for less physical opportunities, i.e. mailings, organizing files, general office duties, light cleaning, etc. and those project proposals are welcome.
- **The agency should be prepared to obtain the materials needed to complete the project.** The United Way will continue to seek materials donations for the program from area businesses however there are no guarantees.
- Volunteer Requests: the registration form **will require you to enter a specific number, not a range, of volunteers** needed for your project. Carefully consider this number to help the United Way best recruit and match Volunteers to your project.
- All Project Proposals are subject to review and evaluation by the Day of Caring Project Site Committee.

REVIEW & CONFIRMATION

- A member of the Day of Caring Project Site Committee will contact your Primary Contact to discuss your application and arrange a site visit if that is deemed necessary.
- They will review your application with you carefully and discuss any issues or plan changes, requested materials, Volunteer needs, etc. They will review these Agency Guidelines and be prepared to answer your questions.
- Once all projects have been interviewed, generally early August, the United Way will confirm if your project has been accepted.

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VOLUNTEERS

- As a reminder, when the Volunteers register for Day of Caring they are invited to review the full list of projects and choose their top three at which they prefer to serve. This is a valuable element of matching Volunteers to Project Sites and helps assure the Volunteers are aware of your needs and able to perform your various tasks.
- **If you have “in house” volunteers (such as board members) that are going to participate, encourage them to register with the United Way Volunteer registration process so they can be offered shirts, invited to the Kickoff and properly acknowledged. This also helps the United Way measure participation and impact statistics.**
- Via an email communication in September, your Primary Contact is supplied the names and contact information for all Volunteers assigned to your project (Teams and/or individuals). We ask that you contact them prior to the Day of Caring to introduce yourself and thank them, remind them of supplies they might bring, learn about any dietary restrictions, share any tips on parking & morning rendezvous location, etc. If needed, arrange a time to meet at the Project Site for any required walk through.
- Similarly, an email communication is sent to all Volunteer Teams Leaders and/or Individuals in September to supply them their project assignment/agency name & address, and the contact information for the Primary Contact. They are then informed that the agency will contact them prior to the Day of Caring. Also note, your Volunteers have been instructed to stay in touch with YOU and not the United Way on any changes to their schedule, additions or deletions to their Team, etc.
- **NOTE:** Although every attempt will be made to recruit and match Volunteers to projects, the United Way cannot guarantee that skilled or a sufficient number of Volunteers will be available for every project.
- **IMPORTANT: The agency is required to provide lunch and refreshments for all Volunteers.** Be sure to learn if there are any dietary restrictions in your group and plan accordingly. If you receive donated food and/or beverages, please include those business names on the Post-Event Survey so the Centre County United Way can acknowledge their generosity in the *Day of Caring Gratitude Ad* that will run post event in the Centre Daily Times.

MATERIALS & T-SHIRTS

- If you have requested a donation of paint/materials through the program, a VOUCHER will be issued to you electronically in September. It will confirm your order along with the regional business providing your product, and dates/times available for pick up.
- **If your group of Volunteers has requested the complimentary Day of Caring T-shirt, you will be informed that there is an order ready for pick up at the United Way office (address below) and date/ times will be provided. Your bag will include the specific quantity and sizes pre-ordered by your Volunteers.**

WEATHER CONTINGENCY

- In the event of inclement weather, the responsibility for alternate plans and communicating with your assigned Volunteers ***is yours and yours alone.***
- You should contact the Team Leader and/or individuals as necessary with the alternate plan. Copy the United Way Event Coordinator on all communications so everyone is aware of these plan shifts.

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DAY OF CARING: Thursday, October 5, 2023

- Be ready for the Volunteers when they arrive, scheduled for 9AM. The day concludes no later than 5PM.
- Prepare a brief welcome. This is a great opportunity to inform & inspire your group about your mission and services. Also prepare any orientation and housekeeping notes, such as refreshments available, when & where lunch is to be served, restroom locations, allowable use of indoor space, etc.
- Your Site Coordinator must be accessible throughout the day. Volunteers will have questions and appreciate guidance & support.
- The United Way will be accessible too! The Event Coordinator (tbd) will be ready to assist all day as necessary.
- Document the day! Take lots of photos of your Volunteers – both group and action shots. Please send at least one of each to the Event Coordinator at the event’s conclusion. IMPORTANT: LABEL THE FILES WITH AGENCY AND SITE NAME.
- Share the day! If you are posting on social media, we encourage you to tag the United Way and include the hashtags #dayofcaring2023 and #liveunited

POST EVENT

- After Day of Caring, it’s a great idea to acknowledge your Volunteers and any providers or businesses that supported your project. Those thoughtful gestures go a long way!
- A Post-Event Survey will be provided to your Primary Contact at the conclusion of the event. It is important that it is completed to the best of their ability and returned by deadline.
- As stated above, if you receive donated food and/or beverages, please include those business names on the Post-Event Survey so the United Way can properly acknowledge their generosity in the *Day of Caring Gratitude Ad* that will run post event in the Centre Daily Times.

We look forward to working with you on Day of Caring 2023!
LIVE UNITED

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