

Agency/Organization Guidelines



The success of your project depends on your ability to direct the volunteers. The following guidelines may help to ensure a successful (and smooth running) day.

- * Please complete and return the project registration form by August 22nd.
- * Please provide and plan significant experiences for volunteers that directly benefit the agency/organization and its clientele.
- * Once volunteers have been assigned to your project a company contact will be identified. Please contact the company's point of contact to confirm location, tools, skills, etc. and to invite them to visit the project site.
- * Please provide all necessary supplies and equipment for volunteers. You should have materials, plenty of tools (if required) or other required resources available for the volunteers *prior* to their arrival.
- * Assign a staff person to coordinate and oversee volunteers (one staff person per project).
- * Please be prepared for emergencies. Know where the telephone and first aid kit is located.
- * Please have an agency representative on site at all times (especially sites working with the high school seniors).
- * Welcome volunteers with a project orientation to properly inform them of what they will be doing and how it will benefit the agency. Agency tours and nametags for volunteers are also suggested.
- * Please send thank you letters to volunteers. Names and addresses will be provided by United Way.

Thanks for participating and have a great COMMUNITY CARE DAY!

Community Care Day Suggested Agenda

7:45 a.m.	Breakfast Rally at the Fairfield County Fairgrounds
9:15 a.m.	Volunteers arrive at your agency/organization
9:30 a.m.	Orientation/tour, project presentation
9:30 - 3:30 p.m.	Volunteers are at project site
3:30 p.m.	Wrap up/thank volunteers, complete evaluation forms

Step 1. Gather all the volunteers together before you begin your project!

Thank the volunteers!

For sites with High School Students, please plan to take attendance using a sign-in sheet

Provide house rules: location of restrooms, drinking fountains, lunch break (if it applies to your project).

Step 2. Talk with the volunteers about United Way and your agency.

Briefly describe your services offered.

How does UW funding impact your agency?

Without UW funding, what wouldn't you be able to do?

If applicable, give a tour of your facility.

Step 3. Delegate tasks to the volunteers.

If your project has adults working with youth, please thank the adults for being a positive role model for youth.

If the volunteers are looking for direction, put them to work and thoroughly explain what you want them to do.

Step 4. Project Completion.

Before the volunteers leave, have them complete the evaluation and return it to you.

Thank the volunteers!



2022 COMMUNITY CARE DAY PROJECT REGISTRATION FORM

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PLEASE RETURN THIS FORM TO THE UNITED WAY OF FAIRFIELD COUNTY
115 S. BROAD STREET, P.O. BOX 2299, LANCASTER, OH 43130

QUESTIONS? PLEASE CALL US AT 740-653-0643 or EMAIL EMILY CORDLE AT ecordle@uwayfairfieldco.org
THE FINAL DEADLINE FOR PROJECTS IS AUGUST 22nd

2022 COMMUNITY CARE DAY PROJECT REGISTRATION FORM

AGENCY INFORMATION

Agency Name: _____

Contact Name: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Email: _____

Contact t-shirt size (circle): S M L XL XXL XXXL

Agency/Organization Mission: _____

PROJECT INFORMATION

Please submit a separate form for each project site.

Total number of projects for this agency/organization: _____

Project Site Address: _____

Project Contact: _____

Project Phone: () _____

Project Fax: () _____

Estimated number of volunteers needed: _____

Project Description: _____

Will volunteers need to drive from agency to project site?

Yes _____ No _____

- I have attached a map and/or specific directions to our agency and/or project site.
- I have ample parking for volunteers.

Skills necessary to accomplish the project: _____

Supplies volunteers will need to bring (Please keep supplies limited and inexpensive): _____

Supplies or materials that you will provide (Remember that you may seek donations for materials): _____

Appropriate dress: _____

In case of rain, what indoor activities have you planned? (You **MUST** have a rain plan for project consideration.) _____

Describe the group that volunteers will be working with (e.g., agency staff, clients, neighborhood residents, other volunteers, other organizations). _____

LUNCHEES (Circle One)

Project site will provide lunch for all volunteers.

Project site will not be able to provide lunch and would like volunteers to bring a sack lunch.

OTHER

Does your agency have liability insurance that would include this event? ___ Yes ___ No

Are there any other issues we should be aware of? (i.e. confidentiality, etc.) _____

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Completing Your Project Proposal Form

Use this worksheet to help you complete the Project Proposal Form (skills, supplies and equipment section). The information that you provide to the United Way is compiled into a Project list. It is important that your Project Proposal Form be thorough and accurate. Volunteers are placed based on the skills, materials, equipment and supplies necessary, as well as the type of project and number of people it requires. In order to have a successful day, volunteers must be able to match their availability and ability. This worksheet will help you as you determine the scope of your project.

This worksheet is intended only as a guide. Please transfer the requested supplies to the appropriate place on the Project Proposal Form - do not submit this form to the United Way.

Project Ideas:

- | | |
|-----------------------------------|---|
| Painting rooms | Clothing Give-away |
| Trouble-shooting, tech support | Prepare mailings |
| Paint murals on walls in schools | Sand & seal playground equipment |
| Restore nature trails | Delivering meals to the homebound |
| Field Trips with clients/students | Outdoor clean-up |
| Mulching playgrounds | Inventory |
| Build picnic tables & benches | Home/building repairs |
| Cultivate gardens | Assisting clients with daily activities |

Necessary Skills/Attributes (enter under "necessary skills" on form)		
Carpentry	Electrical	Musical
Child Care	Enthusiastic	Organizational
Clerical	Financial	Painting
Computer Networking	Graphic Design	Patience
Construction	Interpersonal	Physical Strength
Creativity	Landscaping	Problem-solving
Cleaning	Leadership	Research
Data Entry	Mathematical	Sewing

Item	Detail	Quantity	Agency will supply	Ask Team to Supply
Landscaping				
Bulb Planters				
Garden Hoe				
Garden Hose				
Garden Spade				
Gravel				
Lawn Mower/Gas				
Leaf Blower				
Mulch				

Plant Clippers				
Pitch Fork				
Pruners				
Rake				
Shovel				
Top Soil				
Trees				
Weed Eater				
Clerical				
Computer				
Copy machine				
Fax				
File Folders				
Labels				
Paperclips				
Pens				
Painting				
Drop Cloths				
Painting				
Paint Pans				
Paint Rollers				
Paint Scraper				
Paint Stencil				
Paintbrush				
Primer				

Item	Detail	Quantity	Agency will supply	Ask Team to Supply
Construction/Renovation				
Caulk and Caulk Gun				
Circular Saw				
Concrete				
Drill				
Hammer				
Hand Saw				
Lumber				
Nails				
Pencil/Paper				
Safety Glasses				
Sandpaper				
Screw Driver				
Screws				
Sheetrock/Drywall				
Staple Gun				
Tape Measure				
Utility Knife				
Cleaning				
Bleach				
Broom				
Bucket				
Mop				
Paper Towels				
Rags				
Rubber Gloves				
Soap				
Sponges				
Squeegees				
Towels				
Trash Bags				
Trash Cans				
Vacuum				
Window Cleaner				

Item	Detail	Quantity	Agency will supply	Ask Team to Supply
Event				
Art Supplies				
Balloons				
Card Table				
Flowers				
Games				
Glue				
Helium				
Markers				
Material				
Ribbon				
Scissors				
Streamers				
Tape				
Clothes				
Comfortable Clothes				
Long Pants/Long Sleeves				
Work Clothes				
Work Gloves				
Miscellaneous Equipment				
Back Hoe				
Chain Saw				
Cherry Picker				
Extension Ladder				
Extension Pole				
Ladder				
Pickup Truck				
Sewing Machine				
Walkie-Talkies				
Wheelbarrow				
Other				