

THANK YOU



365 Days of Caring supports United Way's mission of making an impact by improving people's lives through the caring power of donors, volunteers, and communities.

356 DAYS OF CARING – VOLUNTEER COORDINATOR CHECKLIST

Before the Event

- Project Details:** Contact your agency to confirm all details of event (date, time, location, # of volunteers, what to wear, what to bring, directions, parking)
- Company Details:** Contact your HR Director if project is during work hours. Will employees receive paid time-off for volunteering? Make sure to communicate all HR policies/decisions with volunteers.
- Employee Sign-Up:** Post project details and coordinate a volunteer sign up with your employees. Try to have your completed volunteer list 2 weeks prior to your event date. Let agency know how many volunteers will attend.
- LIVE UNITED T-Shirts:** Request # and sizes from UWSEPA no later than one week prior to your event.
- Media Advisory & Press Release:** Check with your marketing staff about pre- and post-promotion of your event. UWSEPA can also provide templates of these documents for you to customize and send to media outlets in your community.
- Project Leads & Employee Volunteers:** Confirm all details with your project leads and employee volunteers. Make sure they know when to arrive, what to wear, what to bring, how to communicate with each other, directions and parking/public transit information.
- Sign-in Sheet:** Make sure to bring copies of the Sign-in Sheet & pens to your event. Sign-in sheets allow you to keep a record of your volunteers' hours, contact information, and serve as liability and photo release documentation as well.
- Food:** Organize food if needed. Brown bag lunches, or purchased box lunches for the group work well.
- Beverages:** Even if you have a half day event, your employees will still need water. You can suggest to your employees to bring a bottle of water, or purchase water to bring with you. (Some agencies may have water on hand.)
- Photos:** Designate one employee to be a group photographer. Day of Caring photos can be used for corporate marketing and company newsletters. Also, after your event please send an event summary and photos to daysofcaring@uwsepa.org.