



Days of Caring Project Criteria

In order to be considered as a United Way Days of Caring project site, project submissions must fit the criteria below before being approved and posted for selection. United Way reserves the right to decline project submissions that do not fit selected criteria or are deemed inappropriate or unsafe. United Way Days of Caring staff will closely scrutinize registered projects, selecting only those that have the greatest promise of providing a positive and meaningful impact on all stakeholders involved.

United Way of Southeastern Pennsylvania's activities are primarily focused on accomplishing the priority goals outlined in our agenda for community solutions. However, through United Way's Days of Caring activities we hope to foster a culture of civic engagement in the communities we serve. Therefore we encourage and will accept projects outside of our priority areas meeting the broad interests of volunteers throughout our region.

- Projects must be submitted at least 8 weeks in advance of proposed activity date.
- Host a **minimum** of 10 volunteers for a community improvement activity. By registering a project your agency is responsible for facilitating communications, coordinating logistics and organizing site visits with a representative from your matched group prior to your scheduled Days of Caring event.
- Project registrations must be completed in their entirety including location, number of volunteers requested, tasks/activities, anticipated outcomes, and supply costs with itemized stipend request budget. Any changes to the project registration must be submitted and approved by UWSEPA staff.
- Projects should be episodic events that have a clear and defined beginning and end.
- Organizations organizing Days of Caring projects must be non-profit organizations.
- Days of Caring projects may not include the following
 1. Days of Caring Volunteers may not be used as fundraisers. For example Days of Caring volunteers can provide operational support (could include handing out water, cheering walkers etc.) at a fundraising walk, but may not be the actual walkers themselves.
 2. Ongoing activities. For example a weekly mentoring program that matches an adult with a student for long-term support would not be considered a Day of Caring project. However, we encourage this type of program to be posted at www.volunteermatch.org.
 3. Days of advocacy outside of those done in partnership with UWSEPA.

Days of Caring Project Proposals may be submitted by answering all the questions below.



DAYS OF CARING PROJECT PROPOSAL

Please include the following information in your project proposal (incomplete requests will not be accepted):

- Agency Contact Information
- Days of Caring Project Coordinator Contact Information
- Has the project coordinator attended a Days of Caring Briefing in the past 2-3 years?
- Project Title, Date and Time
- Number of Volunteers Needed
- Minimum Age Requirement for Volunteers
- Project Description (Make sure to include any additional information describing the opportunity and include any specifics the volunteer should be aware of prior to arriving (example: wearing long sleeves and long pants))
- Project Location (If different from agency address)
- Rain Plan (if outdoor project)
- Directions to site via public transportation
- Organization County/If in Philadelphia, area of the City
- Required Skills (optional)
- Are you open to the United Way matching you with a corporate partner for this project on an alternative date? If yes, May we reach out to you for alternative dates?
- Select up to three areas (at least 1) from the list below that characterize your organization:

Advocacy & Human Rights
Animals
Arts & Culture
Board Development
Children & Youth
Community
Computers & Technology
Crisis Support
Disabled
Education & Literacy
Emergency & Safety
Employment
Environment
Gay Lesbian Bi & Trans

Health & Medicine
Homeless & Housing
Hunger
Immigrants & Refugees
International
Justice & Legal
Media & Broadcasting
Politics
Race & Ethnicity
Religion
Seniors
Sports & Recreation
Women

Is this project appropriate for any of the following populations (list all that apply):

- Kids
- Teens
- People with Disabilities

Which, if any, of the United Way's Agenda for Community Solutions priority areas does this project best support (*list all that apply*)?

- Early Childhood Education
- Success in School
- Adult Self Sufficiency
- Older Adult Independence
- Social Fabric (i.e. Basic Needs, Capacity Building, Civic Engagement)

Please keep in mind that the United Way of Southeastern PA receives a diversity of requests for volunteer opportunities and the more flexibility in your project the more likely a successful match will be made.

DAYS OF CARING PROJECT STIPENDS

To help agencies who have been matched with a group develop and implement their volunteer projects United Way is making available some limited resources to assist in covering any costs that might be incurred. Your form must be submitted to United Way for processing at least one month prior to the date of your United Way Days of Caring project unless other arrangements have been made with staff.

To find out more information about available project stipends and to download the necessary forms, visit http://www.uwsepa.org/LiveUnited/programs_DaysOfCaring_forAgencies.asp and scroll to the bottom of the page.

