

On the Day of Caring Agency List

- Attend the Kickoff Breakfast Rally at Albemarle Square Shopping Center. At least one representative from your agency should attend this breakfast to meet your volunteer team, if possible.
- Allow time for event set up and clean up. Make sure that someone from your agency is setting up during the Rally and will be ready when the volunteers arrive.
- Register your Day of Caring volunteers when they arrive at your site by signing them in on the sheet you will receive prior to the Day of Caring. Ask volunteers to sign their names if present, make changes if needed, and legibly add names of volunteers not on the list. The sign in sheets will be returned to the United Way for recognition, follow-up and to gather statistics.
- Give each volunteer a nametag, and thank them for participating.
 - ✓ Give your volunteers a brief orientation and tour of your agency/program: Introduce your staff to the volunteers.
 - ✓ Describe your agency's clients and services.
 - ✓ If you serve a particularly difficult or sensitive client population and they are not directly involved in the project, help the volunteers understand why.
 - ✓ Explain any necessary confidentiality issues.
 - ✓ Explain how your partnership with United Way or the Volunteer Center helps your agency and its clients.
 - ✓ Give volunteers a tour of your agency.
 - ✓ Please keep this as brief as possible. Your volunteers will be excited and ready to work.
- Review project details with your volunteer team: Introduce the agency project coordinator.
 - ✓ Explain what needs to be done.
 - ✓ Explain why it is needed.
 - ✓ Explain who the volunteers will be serving/helping.
 - ✓ Explain how the volunteers' efforts will help the agency make a difference in someone's life or enhance the agency.
 - ✓ Review expected results.
 - ✓ Review any necessary time restraints and limitations.
 - ✓ Inform them where the bathrooms and drinks are, and when lunch will be.
 - ✓ Provide any necessary training or orientation.
- Be accessible to volunteers and answer questions as necessary.
- Arrange for a break and eating area for volunteers. Make sure they know where it is.
- If possible and appropriate, you could invite volunteers to eat lunch or have a snack break with staff and/or clients. Talk with them about the project, and thank them for being there.
- Have cold refreshments, including cups, available throughout the day, especially if you have an outdoor event.
- Have trash facilities available.
- Have extras of things you will need the most of (hammers, scissors, masking tape, etc.) (Review the supply list)
- Have a First Aid Kit on site (including a bee sting kit, band-aids, aspirin, and ice packs).
- As in past years, a United Way staff or Board Member will visit most project sites to thank volunteers.

