

United Way Laurence E. Richardson

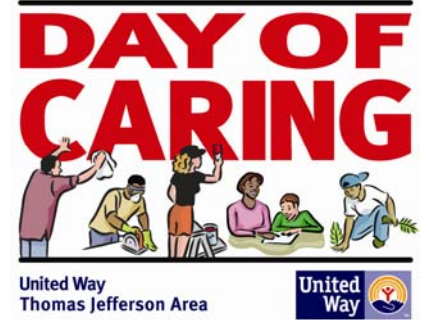
DAY OF CARING



United Way
Thomas Jefferson Area



Project Development Toolkit



United Way Laurence E. Richardson Day of Caring Project Development Toolkit

Join us for the 18th annual Day of Caring on Wednesday, September 23, 2009! We anticipate nearly 3,000 volunteers to register for this year's Day of Caring. They want to paint walls, read to kids, stuff envelopes, build a deck, plant trees and more. Read further to learn how your organization can benefit from the skilled and enthusiastic volunteers available on the Day of Caring.

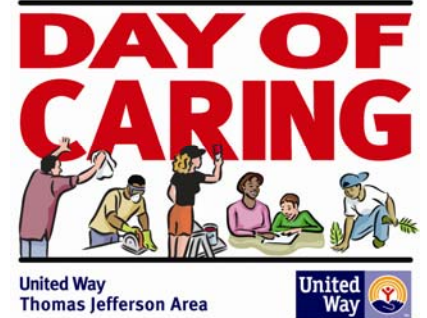
The 17th annual United Way Laurence E. Richardson Day of Caring was a great success! On September 17, 2008, more than 2,500 volunteers from local businesses and organizations proved once again that they care about our community by reporting to work sites at local nonprofit organizations and public schools to tackle meaningful volunteer projects. Volunteers made a difference at 250 project sites in the Charlottesville, Albemarle, Fluvanna, Louisa, and Nelson communities.

The Day of Caring website includes project examples, a photo gallery and many other useful resources to help you plan your project. www.DayofCaring.info

Project registration will take place in late June and throughout July using our online system at www.DayOfCaring.info.

The Day of Caring was established in 1992 by the United Way-Thomas Jefferson Area to promote the spirit and value of volunteerism, increase the awareness of local human service agencies and schools, and demonstrate what people working together for the community's good can accomplish. In 1999, the Day of Caring was renamed the United Way Laurence E. Richardson Day of Caring in honor of Larry Richardson, long-time volunteer of the United Way and the community, and past president of the Charlottesville Broadcasting Company.

Please contact Shaele Wood, Volunteer Center Director and Day of Caring Coordinator at the United Way-Thomas Jefferson Area at 434-972-1705 or swood@unitedwaytja.org with any questions.



Developing a Day of Caring Project

- **Identify Unmet Needs at Your Agency**

Are there projects at your agency that have never been finished or maybe projects that never even got started? Maybe past projects that can be expanded? Does your agency have a wish list? Are there new initiatives you would like to kickoff on the Day of Caring? Take a look at annual events, daily activities and the well-being of your clients—can any of these be improved through a Day of Caring project? Can a small or large group of volunteers accomplish these tasks one day in September?

- **Meet With Your Colleagues**

Use time during a staff meeting or set aside another time to speak with your co-workers about the Day of Caring. Ask them to brainstorm how volunteers can help them. Use the enclosed worksheet to generate ideas or ask them to visit www.dayofcaring.info.

- **Develop a Project Budget**

Determine how much your agency can contribute to the cost of the project. Project costs include supplies and materials necessary to complete the project. Bear in mind that you may solicit donations of lumber, paint and other materials from local businesses. You may also ask the volunteer team to bring some inexpensive supplies. Bear in mind that projects requesting large donations from volunteers are less likely to be selected.

- **Determine Who Will Coordinate Each Project**

You are encouraged to submit multiple projects but if you do, it is important that there be one person responsible for each project. That way, each volunteer team has access to someone before and during the project if they have questions. This could be a staff member, volunteer, board member, or parent (at a school).

- **Identify and Manage Risk Involved With Your Project**

Once you determine a potential project, review each task involved. Identify potential risk factors, including volunteers' use of tools, threat of injury, your clients' safety, etc. Check with your insurance carrier and determine if volunteers are covered under your agency's policy. If not, please add the United Way Laurence E. Richardson Day of Caring volunteers as an additional insured. You will be asked if you have proper insurance when registering your project.

- **Register online at www.dayofcaring.info**

Once you have determined a project, register your agency and project online by July 30



Project Development Worksheet

This is your opportunity to think big and out of the box!

- **Identify three unmet needs at your agency.** (consider client, staff and organizational needs)

What can be done to meet those needs?

- **Identify unmet needs in the community that your agency could address.**

What can be done to meet those needs?

- **Who does your agency serve? Who are your clients?**

What would enrich their lives?

What activities can you do only with volunteer help?



- **What events or fundraising activities does your agency sponsor annually?**

What could be improved about each of those activities?

How can that be accomplished by a group of volunteers?

- **What were you talking about when you said, “I wish we had the time, resources, volunteers to...”**

Brainstorm with your staff and find out who would be involved to make those ideas a reality?

- **Looking around your agency, what physical improvements can be made?**
Take a look around the inside, the outside, the offices, closets and files.



Day of Caring Project Ideas

Painting

- Walls
- Trim and doors
- Deck and porch
- Outdoor concrete floors
- Murals
- Window sills
- Blacktop maps and games
- Classroom manipulatives
- Props
- Re-paint parking lot lines

Landscaping

- Mulch
- Weed flower beds
- Create new flower beds
- Plant grass seed
- Prune bushes/trees
- Plant flowers
- River/stream clean up
- Trail building/clearing
- Rake leaves
- Mow grass
- Trim trees and bushes

Cleaning/Organizing

- Inventory and organize food pantry/storage closet
- Clean building exterior/parking lot
- Wash windows, doors, walls
- Wash buses or vans

Administrative

- Data entry
- Research via Internet
- Bulk mailing
- Shred old files
- Organize files

Construction

- Assemble furniture
- Plumbing/electrical
- Build/install shelves
- Build porch/deck/etc.
- Build a wheelchair ramp
- Build or repair a fence
- Build benches
- Remove old carpet

Client-based

- Field trips
- Friendly visiting
- Playing games
- Reading with children/elderly
- Plan fairs/parties (tea party, senior prom, ice cream social)
- Deliver lunches to clients
- Install carbon dioxide or smoke detectors

Miscellaneous

- Put up marketing posters/flyers
- Organize/staff a food, book, toiletry drive
- Update a playground to code
- Install safety features for an agency
- Hold a bike repair workshop



Special Notes

- Please consider your ongoing volunteer needs and how they may be adapted to involve Day of Caring volunteers. This is a great opportunity to expose potential volunteers to your program which will hopefully generate some committed volunteers. For example, Meals on Wheels gives their regular volunteers the day off, while Day of Caring volunteers deliver meals to their clients. Adding on to that idea, another group of volunteers could wash the cars that belong to the regular Meals on Wheels volunteers in appreciation for their service. Other possibilities might include mentoring or tutoring youth.
- You'd be surprised how many volunteers request projects that we would usually consider mundane work. Volunteers want to stuff envelopes, attach labels to annual reports, shred old papers, etc. It's a day off from work that they can make a difference, while visiting with their co-workers. For others, they want to make a difference and be able to return to the office clean. If you don't have room on site to do a 2,000 piece mailing, there are lots of volunteer teams that want to bring the project to their office and complete it there.
- Please also consider projects that are available to be done off site at the volunteers' offices. Many groups want to participate but are not able to allow an entire staff to go volunteer. Last year, a letter-writing campaign to our troops was very popular as it accommodated hundreds of volunteers and could be done off-site. Other projects would include bulk mailing, knitting, sewing, etc.

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Please use the questions below to help guide your project proposal. The more detailed information you provide the volunteers the more likely your project will be selected.

Please do not submit this form to the United Way. It is for planning purposes only and transfer information to the project proposal form online.

Day of Caring Project Questionnaire

Painting

Will painting be inside outside?

What will be painted?

 window frames walls floor doors trim railing ceiling

 other _____

Description of painting surface?

 wood molding plaster cement block metal drywall

 other _____

Does the surface need to scraped or sanded patched or spackled?

Does the surface need to be primed? Yes No

Is the painting area well ventilated? Yes No

Number of rooms _____ and the dimensions of each room _____

Number of window frames _____ do they have mullions? Yes No

Number of doors _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are requested of them.)

If not, please indicate what volunteers will be asked to provide.

Please review the supply check list on the following page to help you plan appropriately.



Painting supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need.

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Painting				
Drop Cloths				
Paint				
Paint Pans				
Paint Rollers				
Paint Scraper				
Paint Stencil				
Paintbrush				
Primer				
Sandpaper				
Scraper				
Spackle				
Clothes				
Long Pants/ Long Sleeves				
Masks				
Work Clothes				
Safety Glasses				
Work Gloves				
Ladder				
Ladder				
Extension Ladder				
Other Supplies				

Notes: _____

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Landscaping

Type of landscaping?

Mulch

Trail maintenance

Mowing

Planting please describe the planting your agency requests (trees, shrubs, flowers, etc.)

Weeding

Pruning

Building a garden

Level of landscaping task difficulty 1 2 3 4 5 1 being fairly easy and 5 being difficult

Please describe the nature of your agency's landscaping project. _____

Are there any safety concerns for the volunteer workers? Yes No

If yes, please describe the concern and state if it can be alleviated easily. _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are needed.)

If not, please indicate what volunteers will be asked to provide.

Please review the supply check list on the following page to help you plan appropriately.



Landscaping supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need.

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				
Pitch Fork				
Plant Clippers				
Plants				
Pruners				
Rake				
Shovel				
Top Soil				
Trees				
Weed Eater				
Miscellaneous Equipment				
Chain Saw				
Wheelbarrow				
Back Hoe				
Pickup Truck				

Notes: _____

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Construction /Renovation

Will the Construction /Renovation be inside outside?

Please describe the nature of your agency's Construction /Renovation project.

Would you like to request project assessment? Yes No

Will your agency be providing a skilled Crew Chief* on the Day of Caring? Yes No

**(A Crew Chief organizes the volunteer crew(s) on the Day of Caring and makes sure assigned tasks are being performed properly and safely)*

If no, does this project require a volunteer, or volunteers with prior experience of this type of construction or renovation to complete this build? Yes No

Electrical Carpentry Plumbing Masonry General Contractor

Number of individual volunteers needed to complete build. _____

Does your agency have project plans? Yes No

Does this project require a permit? Yes No

If yes, what type(s) of permit(s) and the date these permit(s) will be approved. _____

Will your agency be able to supply the resources needed to complete this project? Yes No
(Projects may be less desirable to volunteers if expensive supplies are needed.)

If not, please indicate what volunteers will be asked to provide.

Are there any safety concerns for the volunteer workers? Yes No

If yes, please describe the concern and state if it can be alleviated easily. _____

Please review the supply check list on the following page to help you plan appropriately.



Construction /Renovation supply check list

Now that you have a detailed outline and answered the Project Questionnaire use this check list to identify all the items you need.

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				
Clothes				
Comfortable Clothes				
Long Pants/Long Sleeves				
Work Boots				
Work Clothes				
Work Gloves				
Miscellaneous Equipment				
Back Hoe				
Cherry Picker				
Extension Ladder				
Ladder				
Pickup Truck				
Walkie-Talkies				
Wheelbarrow				
Other Equipment and Supplies				

Notes: _____

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Clerical/ Organizing/ Cleaning

Please briefly describe the nature of your agency's project. _____

Is the cleaning area well ventilated? Yes No

Item	Detail	Quantity	Agency Will Supply	Ask Team to Supply
Clerical				
Computer				
Copy Machine				
Fax				
File folders				
Labels				
Paperclips				
Pens				
Cleaning				
Bleach				
Broom				
Bucket				
Mop				
Paper Towels				
Rags				
Rubber Gloves				
Soap				
Sponges				
Squeegees				
Towels				
Trash Bags				
Trash Cans				
Vacuum				
Window Cleaner				

Notes: _____

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Event Project

Please briefly describe the nature of your agency's Clerical project. _____

Will your event be held inside outside?

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				
Food				
Drinks				
Party Supplies				
Other				

Notes: _____

United Way Laurence E. Richardson Day of Caring 2009 Project Proposal Form

United Way Laurence E. Richardson

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Use this form to gather potential projects faculty and staff. Then please register your project(s) online at www.DayofCaring.info

If you are unable to access the Internet, please complete a separate form for each project. Fax your project proposal forms to Shaele Wood at **434.972.1719**

Project Name (be creative to draw volunteer interest): _____

Agency Name: _____

Address (include city/ zip): _____

Location of Project (lobby, main office, cafeteria, classroom, etc.): _____

Project description (*please be detailed*):

Necessary skills to accomplish the project:

Directions to the project site
(from Albemarle Square Shopping Center):

Supplies the agency will provide.

Supplies volunteers will need to bring.

Please remember the fewer supplies volunteers are required to bring in order to complete the project, the more likely your project will be selected.

Number of volunteers

volunteers needed (best estimate): _____

Contact Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

What **time** would you prefer that volunteers complete the project?

- This is an all day project, 9 am – 4 pm No preference, the volunteer team can come either 9-12 or 1-4
 In the morning, 9 am – 12 pm This project has a specific time: _____
 In the afternoon, 1pm – 4 pm

Please submit the project proposal online at www.DayofCaring.info, fax this registration to Shaele Wood at **434.972.1719** or submit the electronic version by email. We prefer to receive school registrations before school ends, though the **final deadline is July 31**. Thank you!