

DAYS OF CARING

September 24 - 26, 2020



Agency Guide

Our community. Your mission. United.

United Way of Lane County's Day of Caring matches community minded volunteers with local nonprofits for one incredible day of service. This year we have reimagining Day of Caring into DAYS of Caring from September 24-26, 2020. This guide is designed to help you plan and submit your DAYS of Caring project.

Due to the COVID-19 pandemic this year we are asking agencies to have projects for smaller groups in smaller timeframes to help keep everyone safe and healthy. Please see the Frequently Asked Questions starting on page 3 for more information.

IMPORTANT DATES & CONTACTS



United Way of Lane County

July 20–August 14	Agency project registration
August 17-19	Projects viewable on volunteeruwlane.org
August 20–September 4	Volunteer Registration
September 4	T-Shirt order deadline
September 24-26	Days of Caring!

Questions? We're here to help! Please contact United Way:

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Volunteer Engagement Coordinator

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dayofcaring@unitedwaylane.org

ABOUT

Is my agency a good fit for DAYS of Caring?

Does your agency have a need for volunteers and the ability to lead them in a project? If YES, the United Way DAYS of Caring is for you! Past projects have included everything from painting murals and planting gardens to washing windows and carpets, and even helping with data entry and inventory.

What is United Way's role in DAYS of Caring?

DAYS of Caring is a United Way event! We recruit non-profit agencies and volunteers to participate, and handle all event logistics including media and press releases. We also manage the signing of volunteer release forms, assist with event check in, highlight partnerships, and send a thank you after the event.

DAYS of Caring Project Guidelines

Despite COVID-19, people are regularly contacting us about how to safely volunteer and support our community! So this year for DAYS of Caring we are asking agencies to follow a few guidelines/requirements when registering projects to help keep your agency staff and clients, as well as volunteers, healthy and safe. We are also encouraging agencies to think outside of the box and be creative with projects by having virtual, do it yourself (DIY), and in-person projects that volunteers can choose from.

Virtual Projects are projects that volunteers can do on their own either at their house or their workplace. Some ideas are online chats or calls with homebound seniors, research, designing newsletters, etc.

Do It Yourself (DIY) Projects are projects that volunteers can do at their worksite or at their home. There are many companies and individuals who want to participate in DAYS of Caring but can't leave the office or home to do so. These volunteers will either come and get the supplies needed from you to complete the project or they might use some of their own resources and then return the completed project to you. Some ideas are assembling kits, writing thank you notes, stuffing envelopes, etc.

In-Person Volunteer Projects are projects that are in-person onsite at your agency, for these projects volunteers will be coming to you. Some ideas are sorting food at food pantries, interior and/or exterior beautification, gardening, painting, etc.

Is there a maximum number of volunteers for a project?

Due to COVID-19 we have decided to cap *all indoor projects at 10 volunteers and all outdoor projects at 20 volunteers* while being socially distanced as well. As things are constantly changing, we want to make sure that group sizes for projects are not too large if things change before DAYS of Caring in September.

DAYS of Caring, does that mean I have to have a project for all 3 days?

No you don't. What is nice about DAYS of Caring is that you get to pick which day works best for you and your agency. You are more than welcome to host a project 1, 2 and/or 3 days. You may also have multiple time slots on any/all days.

Do volunteers have to wear masks?

Yes, volunteer will have to follow all local, state, and federal rules regarding face masks and anything else that is required at the time.

PROJECTS

How does the project submission and volunteer sign up work?

You have until August 14th to submit your project; late submissions will not be accepted. Please see pages 5-6 for specific submission instructions. Your submitted project will be posted online for community volunteers to register from August 20 – September 4.

How many projects can my agency submit?

There is no limit to the number of volunteer projects one agency can submit.

Who provides the tools and equipment necessary for the project?

The agency is responsible for supplying all necessary materials, not United Way of Lane County or the volunteer group, unless you are proposing a DIY project and requesting that volunteers help provide supplies (and if so, please be specific so they are aware of expectations before signing up).

How long are projects?

Your agency will need to select the timeframe of the project along with start and stop time. We are advising that project times be shorted (less than 4 hours per shift) to keep all staff and volunteers safe and healthy. For longer onsite projects, please consider safety requirements including restroom facilities.

How can I attract volunteers to sign up for my project?

Volunteers choose which projects they would like to work on. Concise, compelling descriptions are usually the most successful. If your project does require special skills, be sure to list those as well.

VOLUNTEERS

How many volunteers will my agency receive?

Depending on where your project is taking place will depend on how many volunteers you will receive. ***For indoor project we are allowing no more than at 10 volunteers for indoor projects and no more than 20 volunteers for projects that are outdoor.*** Please keep in mind staff capacity and availability of supplies when making your selection of how many volunteers will be needed for your project. Once volunteer registration begins on August 20, potential volunteers will be able to view all of the projects and choose which ones they would like to participate with. Your project will remain open until all spots you have requested have been filled or registration closes. Registration may include volunteers from multiple groups/companies.

What about safety and liability?

Since DAYS of Caring is a United Way event, we require each volunteer sign a United Way of Lane County volunteer release form before DAYS of Caring. This form also covers your agency. In the unlikely event of serious injury, please call 911 immediately! Then alert a family member or friend, and call United Way to report the injury.

OTHER

What about lunch?

You are not required to provide lunch or any refreshments, but you may want to schedule your shifts so that volunteers are not working during the typical lunch hour.

What are the next steps for my agency after submitting our project?

Start planning any preparatory work in advance of DAYS of Caring, such as getting materials, organizing staff, obtaining any necessary permits, etc. *When volunteers sign up for your project, you will receive an email from United Way connecting you with the volunteer group contact. When you receive this email, you are responsible for reaching out to volunteers with information and instructions for day of details.* Get excited, and keep your eyes out for any communication from United Way of Lane County!

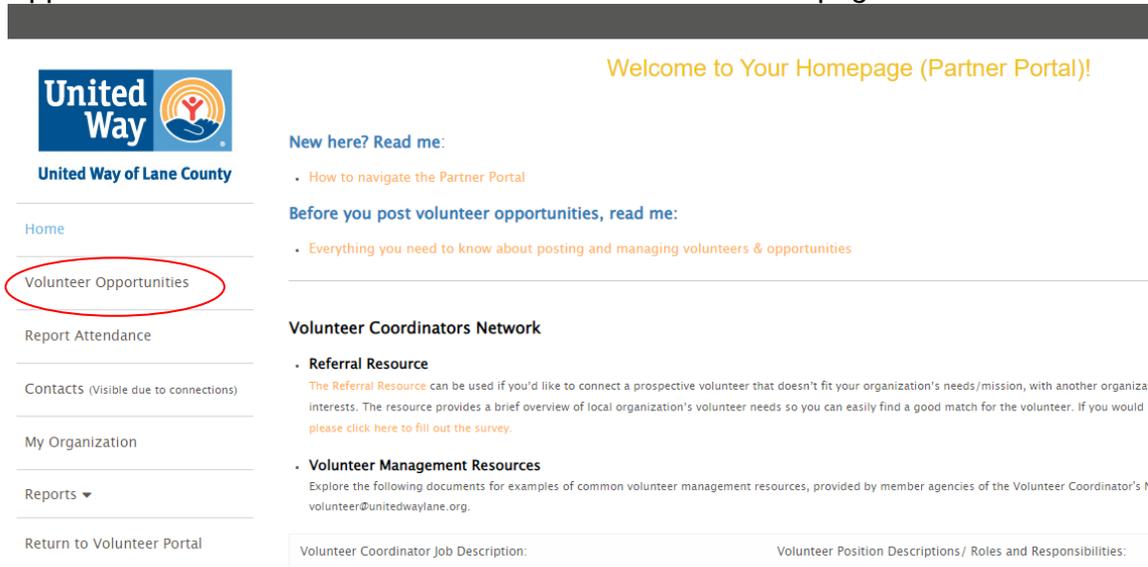
If you have any questions please us at dayofcaring@unitedwaylane.org or calling us 541-741-6000 x147.

HOW TO REGISTER A PROJECT

Register/add a project:

Your agency must be registered with United Way of Lane County on their volunteer website, volunteeruwlane.org. If you are not, [please head here to register and fill out the required MOU](#) (Memorandum of Understanding). If you aren't sure your agency is registered with us please email us at dayofcaring@unitedwaylane.org to check with us.

- To submit a project for Day of Caring, login to your account and click "Volunteer Opportunities" from the side bar on the left hand side of the page.



Welcome to Your Homepage (Partner Portal)!

United Way
United Way of Lane County

Home

Volunteer Opportunities

Report Attendance

Contacts (Visible due to connections)

My Organization

Reports ▾

Return to Volunteer Portal

New here? Read me:

- How to navigate the Partner Portal

Before you post volunteer opportunities, read me:

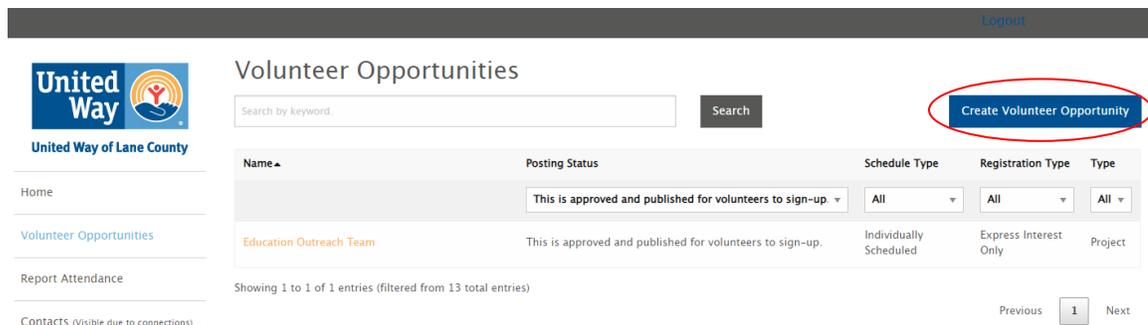
- Everything you need to know about posting and managing volunteers & opportunities

Volunteer Coordinators Network

- Referral Resource**
The Referral Resource can be used if you'd like to connect a prospective volunteer that doesn't fit your organization's needs/mission, with another organization's interests. The resource provides a brief overview of local organization's volunteer needs so you can easily find a good match for the volunteer. If you would like please click here to fill out the survey.
- Volunteer Management Resources**
Explore the following documents for examples of common volunteer management resources, provided by member agencies of the Volunteer Coordinator's Network: volunteer@unitedwaylane.org.

Volunteer Coordinator Job Description: Volunteer Position Descriptions/ Roles and Responsibilities:

- A new page will show up, then click "Create Volunteer Opportunity" from the tab on the top right of the page.



Volunteer Opportunities

Search by keyword: Search

Create Volunteer Opportunity

Name	Posting Status	Schedule Type	Registration Type	Type
Education Outreach Team	This is approved and published for volunteers to sign-up.	Individually Scheduled	Express Interest Only	Project

Showing 1 to 1 of 1 entries (filtered from 13 total entries)

Previous 1 Next

- Please fill out the information for you project.
- Make sure that
 - The event is date and time specific
 - "Sign up" is selected as the registration type
 - "DAYS of Caring 2020" is selected as the Volunteer Event**

HOW TO REGISTER A PROJECT



United Way of Lane County

Minimum Age *

Minimum Age (w/ adult)

Maximum Attendance * **No more than 10 volunteers for indoor projects and 20 volunteers for outdoor projects.**

Suitable for Groups

Court Ordered Allowed

RSVP/Seniors

Volunteer Event

[Next](#)

- Please select “no” for the question “Does this occur on a regular schedule?” as this is a one-day event. Make sure it has 9/24, 9/25, or 9/26 as the date and you select a start and end time for your project.

Create Volunteer Opportunity – Date & Time Specific

You have the opportunity to create occurrences for this opportunity that are at various times or occur on a regular schedule (such as every Monday or 1st Saturday of the month).

Does this occur on a regular schedule?

- Yes
- No

No Regular Schedule

Date *

Start Time *

End Time *

[Create Additional Occurrences](#)

[Previous](#)

[Create](#)

- Click “Create” to submit your opportunity like you normally do.