



# 2021 DAYS of Caring Agency Guide

**Our community. Your mission. United.**

For over 25 years, United Way of Lane County has matched community volunteers with local nonprofits for our annual Day of Caring.

Last year we enjoyed expanding DAYS of Caring and engaging with volunteers over 3 days. We liked it so much that we are doing it again this year, DAYS of Caring will be from September 16-18<sup>th</sup>, 2021. As things are changing we are asking nonprofit agencies to not just have projects on site but to also have virtual and remote opportunities as well. This guide is designed to help you plan and submit your DAYS of Caring project.

# IMPORTANT DATES & CONTACTS

July 12–July 30	Agency project registration
August 2-4	Projects viewable on volunteeruwlane.org
August 5–August 27	Volunteer Registration
August 27	T-Shirt order deadline
September 16-18	DAYS of Caring!

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

[dayofcaring@unitedwaylane.org](mailto:dayofcaring@unitedwaylane.org)

541-741-6000

## 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, United Way's DAYS of Caring is for you! Past projects have included everything from painting murals and planting gardens to washing windows and data entry.

### **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

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/clients, research, designing newsletters or marketing materials, etc.
- **Do It Yourself (DIY) Projects** are projects that volunteers can do at their home or work place. There volunteers will either come and get the supplies needed from you to complete the project (or they might be able use/buy some of their own resources) and then return the completed project to you. Some ideas are assembling kits, writing thank you notes, stuffing envelopes, scanning/archiving materials, etc.
- **In-Person Volunteer Projects** are projects that are at your agency with volunteer coming to you. Some ideas are sorting food at food pantries, exterior beautification, gardening, painting, etc.

### **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?**

Volunteers who are fully vaccinated do not have to wear a mask. Volunteers who are unvaccinated will need to wear a mask. All volunteers 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 July 30<sup>th</sup> 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 5-27.

### **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 and/or call United Way for assistance with this before submitting your project).

### **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 any 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?**

Please refer to our guidelines and recommendations above for how many volunteers you can request. Then, once the project is posted and volunteer registration begins on August 7<sup>th</sup>, your project will remain open until all spots you have requested have been filled or registration closes on August 27<sup>th</sup>. We will do our best to recruit volunteers and fill all projects, but as soon as registration closes, we will confirm if your project did indeed reach the number of volunteers requested (before you prepare/buy materials). If it did not fill up, we will ask if you would like us to continue recruiting until closer to the actual Day of Caring. FYI, volunteers may be 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 (in fact we will encourage volunteers to bring their own water bottles), 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!

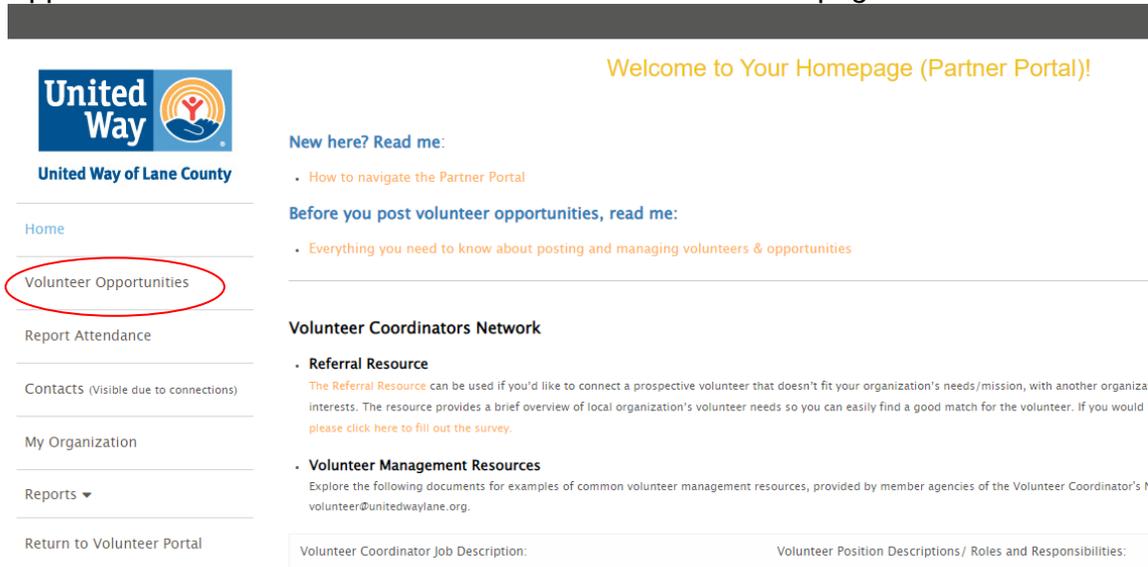
If you have any questions please contact us at [dayofcaring@unitedwaylane.org](mailto:dayofcaring@unitedwaylane.org) or calling 541-741-6000. Thank you-we're excited to help connect you with volunteers!

# 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](http://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](mailto: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:

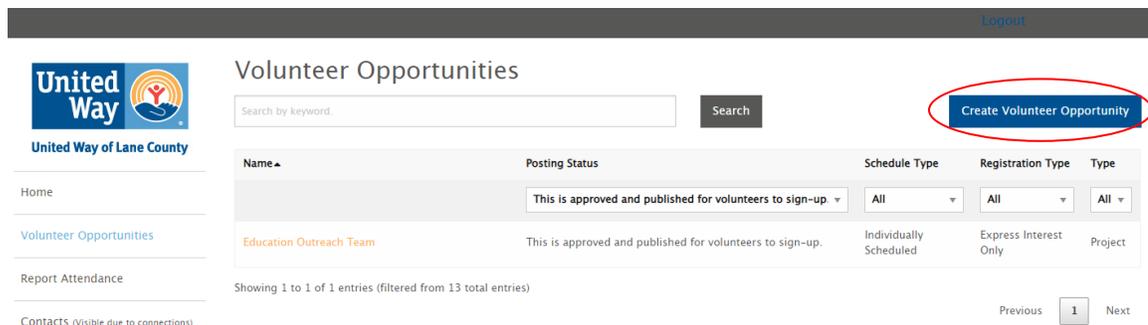
- Everything you need to know about posting and managing volunteers & opportunities

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](mailto: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
	This is approved and published for volunteers to sign-up.	All	All	All
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 2021" is selected as the Volunteer Event**

# HOW TO REGISTER A PROJECT

Minimum Age \*

Minimum Age (w/ adult)

Maximum Attendance \*

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 9/16, 9/17, or 9/18 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.