

# Volunteer Registration Guide



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# Days of Caring Overview

**Our Community. Your Mission. United.**

For over 30 years, United Way of Lane County has mobilized hundreds of volunteers for our annual Days of Caring, connecting volunteers with incredible organizations and projects across Lane County. Organizations benefit from hard-working volunteers, and volunteers enjoy coming together to make a tangible impact in their community.

**This year, Days of Caring will take place from September 26-28, 2024.** We are so excited for you to join us in making an impact through volunteerism! This guide is designed to help you register for a volunteer project as an individual or as a Team Lead for a group.

## Key Dates

July 15- August 11	Agency Project Registration
August 13 -18	Projects Viewable on <a href="https://www.volunteeruwlane.org/doc">volunteeruwlane.org/doc</a>
August 19- September 15	Volunteer Registration
August 19-September 13	T-shirt store open for ordering
September 23-26	T-shirt pickup
September 26-28	Days of Caring!

## Quick Links

- **View Projects (Starting August 13):** <https://www.volunteeruwlane.org/days-of-caring-projects-view-only>
- **Sign Up for Projects (Starting August 19):** <https://www.volunteeruwlane.org/search?shareId=414047b0f2414f83a8e6b9e3feb7094f>
- **Volunteer Release Form:** [https://www.volunteeruwlane.org/doc\\_release\\_form](https://www.volunteeruwlane.org/doc_release_form)

# Register for a Volunteer Project

***You can register for projects as an individual or as a group. For either, you must have a volunteer profile with us. Signup is fast and easy! Already have an account? Continue to registration steps below!***

## Create a Volunteer Profile

**To create a volunteer profile with United Way:**

- Head to the registration page: <https://www.volunteeruwlane.org/volunteer-sign-up>
- Fill in your information and submit. That's it! You're ready to register for a project!
  - *Some browsers may make this page a pop-up. If it doesn't appear right away, make sure pop-ups are enabled. If you continue to have problems (like a 404 error), try using an incognito tab.*

## Register for a Project(s) as an Individual

- Make sure you have created an account (see above), and are logged in.
  - *you don't need an account if you're just looking, but need one in order to sign up.*
- View all Days of Caring projects starting August 13th [here](#).
- Search specifically Days of Caring 2024 projects [here](#):
  - OR: Start on our [search page](#). On the left tab, filter and sort by **Type of Opportunity** → **Special Event**--> **Days of Caring 2024**
- To register:
  - Find your desired projects. Click on each listing to see details such as time, location, and a brief description.
  - Once you've found the right project for yourself, click **Sign Up**.
    - *note: if you are not logged in, you will be prompted to do so now (or sign up-see above)*
  - Be sure to fill out the Volunteer Release Form upon registration prompting- this is required to participate in Days of Caring.
  - That's it! You will get a confirmation email. Your opportunity coordinator will have all of your information, so hang tight to hear more information from them and get excited for Days of Caring!

# Register for a Project(s) as a Group

The best way to register multiple people for a volunteer opportunity is by creating a “Team”.

## To create a Team:

- Make sure you have created an account (see above), and are logged in.
- Start on the [home page](#)
- In the top banner, hover over **My Account** and choose **My Teams**
- Select **Create New Team**
- Fill out the names, emails and age (can be exact or an estimate- this is to ensure everyone is over 18)
  - Don't have your group completely confirmed yet? See page 6 in the FAQ

## Sign up your group for a project(s)

- View all Days of Caring projects starting August 13th [here](#).
- Search specifically Days of Caring 2024 projects [here](#):
  - OR: Start on our [search page](#). On the left tab, filter and sort by **Type of Opportunity** → **Special Event**--> **Days of Caring 2024**
- To register:
  - Find your desired projects. Click on each listing to see details such as time, location, and a brief description.
  - Once you've found the right project for your group click **Sign up with a team**.
    - *note: if you are not logged in, you will be prompted to do so now (or sign up-see above)*
    - *if you have not yet created a team, you will be prompted to do so now. Fill out the names, emails and age (can be exact or an estimate- this is to ensure everyone is over 18)*
    - Don't have your group completely confirmed yet? See this page 6 of the FAQ
  - Confirmation box will pop up- don't close yet! Please complete the Volunteer Release Form. This is mandatory and must be filled out prior to your project.



# FAQs

## Next Steps

**Okay, I (or my group) is registered! Now what?** Following registration, both the Volunteer (or Team Lead) and the contact at the agency will receive a confirmation email from United Way. This email will review the details of the project, number of volunteers committed, contact information, the link to the volunteer release forms, and other important details. Stay tuned for contact with your project coordinator!

*IMPORTANT: If you are a team lead, please ensure the rest of your team has received confirmation of sign up and fills out their release forms.*

**What if I/we need to change our registration?** To change your team's registration, please contact Emilyn Bell, Volunteer Engagement Coordinator at United Way. DO NOT contact the agency. After hearing from you, we will contact the agency and update the registration information on our site. Please contact us at [dayofcaring@unitedwaylane.org](mailto:dayofcaring@unitedwaylane.org) or [ebell@unitedwaylane.org](mailto:ebell@unitedwaylane.org).

## Team Lead Information

**What is a "Team Lead"?** The Team Lead will be responsible for recruiting volunteers from within your company/group and assigning them to specific Days of Caring volunteer projects using the online registration system. The Team Lead will also be responsible for ensuring all members of their team complete the online Volunteer Release Form before Days of Caring, as well as communicating project details (location and timing) to your team.

**How can I recruit volunteers at my company?** Start now! Sign up early for the largest choice of projects. Get the discussion started about Days of Caring at a staff or department meeting to encourage participation. Ask your co-workers what type of projects they are interested in, and what skills or limitations they may have.

**What can I do to prepare for registration open on August 19?** As a Team Lead, you'll be serving to get your team registered on our site. To prepare for this, you can talk with your team about what projects are a good fit for them and start building your team(s). Once you have an idea of who will be volunteering on what projects (your company can register multiple different "teams" for various projects). You can follow the directions on page 4 of this document to register your account and set up teams for each of the projects. While you don't have to do this in advance, it is an easy way to ensure you're ready to register right away on August 19! If you have participated in Days of Caring in the past and need help accessing your profile, please contact [daysofcaring@unitedwaylane.org](mailto:daysofcaring@unitedwaylane.org).

**What information do I need to register?** To register you'll need to know:

- number of volunteers on your team
- their names
- contact information (emails)
- age (this can be exact or relative. This is simply to ensure all participants are over 18)

**How do I sign my team up for Days of Caring Projects?** See pages 3-4 for specific registration instructions using our online system. Depending on project availability, a company can participate in as many projects as they want. You can match your team to specific agencies or to types of projects. If anyone in your group has special skills (i.e. electricians, carpenters, plumbers, master gardeners, artists, etc.), please make a note of this in your registration information. You can sign up between August 19 and September 15.

**I'm not certain of everyone that will be on my team, but I know how many. What do I do?** We understand that plans change, but holding spots for volunteers and not being able to fill them is unfair to agencies that were planning on a specific number of volunteers, as well as other community members who may have liked that spot. We will also use the information you submit to make sure we have received all of the release forms from your group prior to Days of Caring. Please do your best to provide names and contact information of all volunteers when you register for your projects. **Any spot not attached to a name and an email, or as a generic 'Volunteer 1,2,3) by September 5 will be re-released for other volunteers to fill.**

## Release Form

**Tell me more about this mandatory release form!** United Way of Lane County requires all Days of Caring volunteers to complete and sign a volunteer release form before the project begins. You should be prompted to sign this form upon registration as an individual or group lead.

**I'm a team lead. How do I get the rest of my team to fill it out?** If you register a group, you will need to ensure all of your team members sign it as well. They will get an email notice when you register them, and a link to the release form will be included. However, since not everyone reads their emails in detail, please ensure you follow up with them. You can send them to [this page](#) to get registered, or by copying the following URL: [https://www.volunteeruwlane.org/doc\\_release\\_form](https://www.volunteeruwlane.org/doc_release_form)

## T-shirt Information

**How do I get T-shirts for Days of Caring?** The Days of Caring t-shirt store will open on August 19 and close September 13. You can access the store through the link [here](#). Your order will be processed and

filled by McKenzie SewOn. T-shirt orders must be submitted by September 13. T-shirts come with our 2024 Days of Caring design on the front, and you may add a single color logo to the back for an additional charge (this is a wonderful option for companies looking to show off their service!). You are responsible for picking up t-shirts from McKenzie SewOn between September 23-26, or you can have your shirts delivered to you by Mckenzie SewOn for a flat \$10 fee. Please coordinate these details directly with McKenzie SewOn.

Thank you for considering Days of Caring- we look forward to partnering with you!

-UWLC team