



DAY OF CARING
Tuesday, September 14, 2010

**Agency/School
Orientation Manual**

Day of Caring 2010

Don't you just love it when a community comes together! With so many challenges and uncertainties facing our community this year, we are looking forward to the possibilities and partnerships that the 11th annual Trident United Way Day of Caring will bring.

The spirit of volunteerism is strong in the Lowcountry. The Day of Caring celebrates this spirit by providing the opportunity for volunteers from around the Tri-County area to join local helping and community-enrichment agencies and schools to work on one-time service projects. Volunteer teams from local businesses and service organizations partner with agencies and schools to give their time and services in an effort to improve our community.

This year, Day of Caring will be on **Tuesday, September 14**. September 11 falls on a Saturday, so we've chosen the 2nd Tuesday to honor the 2001 events of 9/11. In 2009, over 6,300 volunteers participated in Day of Caring and made amazing things happen at over 280 project sites. With your help, we hope to match or even surpass those numbers in 2010!

Day of Caring provides a unique opportunity for agencies and schools to market their services to the community, establish relationships with local businesses, and strengthen volunteer awareness of their mission. Schools are able to engage the community in taking a more active role in the education and development of our youth. We look forward to working with you all!

Important Dates

May 20	Online project registration begins
May & June	Agency and School orientations
Early/Mid-July	Volunteer team leader orientations
July 6	Project registration deadline
July 13	Volunteer team registration begins
August 17	Volunteer team registration deadline
August 24	Agency/Company meeting
September 10	NNPTC
September 14	Day of Caring
October 1	Day of Sharing (appreciation luncheon for project coordinators and volunteer team leaders only)

Contact Information

For questions regarding Day of Caring, please contact:

Sally Burnett
Community Volunteer Coordinator
2-1-1 Hotline/Trident United Way
PO Box 63305, North Charleston, SC 29419
Phone: 843-566-7185
Fax: 843-566-7193
211volunteer@tuw.org

TABLE OF CONTENTS

TOPIC	PAGE
Project Planning	4
General Guidelines for Building Permits.....	4
Project Assessment Team	6
Day of Caring Happens – Rain or Shine	7
Day of Caring Safety Planning	8
General Safety Guidelines	9
Liability and Release Forms	9
Project Ideas	10
Sample Project Descriptions	11
Volunteer Team Project Selection.....	12
The Day of the Project.....	12
Online Management.....	13
Agency/School Registration	13
Project Submission.....	13
Create a Project.....	14
Add Contact.....	14
Add Location	14
Create Slot	15
Feedback/Information not Complete.....	15
Adding Projects	15
Project Approval	15
Modifying Projects	15
Monitoring Volunteer Participation.....	16
Contacting Volunteers	17
Agency/School Project Worksheet	18
Agency/School Information.....	18
Project Information	18
Volunteer Information	19
Follow-Up	19



PROJECT PLANNING

Day of Caring is an incredible opportunity to tackle large and small projects at your agency or school that otherwise may not get accomplished. We want to help you plan creative, meaningful projects that volunteers will enjoy and that will make an impact, not only on the services you provide, but also on our community, overall.

Good PLANNING is CRITICAL to a successful Day of Caring. Here are some guidelines to help you think things through:

1. Be creative and be realistic!
2. Identify workable projects.
 - Walk around your agency or school and look for things that need to be done.
 - Enlist the assistance of the Project Assessment Team (PAT) when they call you; these are volunteers with experience and expertise in project planning.
 - Ask your board members, staff, clients, students, and internal volunteers for ideas. By engaging stakeholders in the creation of your project, you might find that it strengthens your long-term relationship with them. Who knows, they might even want to help coordinate the project or become your Day of Caring volunteer team!

You can create/submit as many projects as you can handle/supervise. 😊

3. Think September. Can this project help with autumn leaves, an awareness campaign, or even planning ahead for the holidays? What about preparing for disasters? Are there any projects to help equip your agency or school?
4. Write down each project and all that it involves. Think in terms of tasks and jobs (action words), like rake, paint, read, organize, and clean.
5. Determine permit requirements... and start that process now!

General Guidelines for Building Permits

New construction and renovation work often require the issuance of a building permit.* Some examples of renovation work that **may require** building permits include the following:

- Building addition of any size
- Demolition of all or part of a structure
- Changing exits or exit components in any way, especially in public buildings including commercial and institutional occupancies
- New structures including sheds, gazebos, and awnings
- Structural changes or repairs
- Renovations that will add or significantly alter plumbing or electrical installations
- Enlarging existing rooms or spaces if the work involves altering the structural supports
- Adding a dormer or otherwise modifying a roof structure

*** If a building permit is required, the project probably cannot be done in a day!**

6. Create a work plan and timeline. Ask yourself:

- How many volunteers will it take?
- How long might it take them to complete the project? Allow time for set up, lunch, and clean up.
- Do the volunteers need any special skills? (i.e. carpentry, electrical, etc.)
- What materials or tools will the volunteers need?
- How will the supplies be obtained?
- What, if anything, needs to be done to prepare for the project?



NOTE: Projects that provide all or most of the tools and materials almost ALWAYS get picked first.

7. Identify an agency contact or coordinator for each project. This “**project coordinator**” is assigned to:

- Meet with the Project Assessment Team members to go over the planning checklist. (See **Project Assessment Team** on page 6.)
- Submit and monitor the **online posting** of the project.
- Communicate with the volunteer teams who have adopted your project(s) prior to the project day to **make sure the details are worked out.**
- Coordinate the planning, purchasing and gathering of **supplies and equipment.**
- Greet the team and provide an **agency/school overview.**
- **Organize** materials, tools and needed items for the project.
- **Orient** the teams to the work on the day of the project.
- **Oversee** any work done and be available if there are questions.
- Have a plan addressing **safety issues** during the project.
- Coordinate **water, snacks and lunch** on the day of the project.
- Make arrangements for **trash/debris clean up and pick up** at the end of the project.
- **Take pictures** of the work and the teams.
- **Thank and/or recognize** the volunteers at the site and as a follow up.
- Complete the Day of Caring **online evaluation.**

8. Write an “enticing” project description and register the project online.

- Ask yourself: “What would make a volunteer team pick my project over all the others?”
- Be clear, concise and inviting.
- Make sure all of your contact information is correct.

9. Consider all “what ifs.” Have a timeline for the day and back-up plans. For instance, what other things can you have volunteers do if they finish your project earlier than you expected? What happens if it rains?

PROJECT ASSESSMENT TEAM

The Project Assessment Team is made up of a group of volunteers with experience and expertise in project planning. They are committed to helping the agency or school project coordinators feel more connected with and more prepared for the Day of Caring. As a result, the volunteers, as well as the agency/school staff, will enjoy a more successful Day of Caring.

History

For Day of Caring 2006, Trident United Way (TUW) staff and then Day of Caring Chair, Lonnie Carter, created a team of volunteers to support the volunteer agencies and schools in identifying, creating, and planning projects for Day of Caring (D of C). Called the Project Assessment Team (PAT), 12 volunteers lent their time and talents to participating agencies and schools. Feedback indicated that this was a valuable and much needed resource.

The team's goal is to increase the capacity of Day of Caring staff and to continue to provide project planning support for the volunteer agencies and schools. The year-round impact is shown as agencies and schools develop and improve their management of a most valuable resource – volunteers.

Current Structure

PAT volunteers embrace their role, and in 2009 a core group set up a solid structure that gives PAT continuity year after year. The 2010 PAT is bigger than ever before – more than double the size of the 2006 team – with a combination of seasoned as well as first-time volunteers. The PAT structure is divided into the following teams:

- **Planning** – Pulled from seasoned PAT members, the Planning Team builds the plan for growth and restructure, reviews and revises materials, develops project planning checklists for volunteer agencies/schools, and creates a plan for PAT recruitment and sustainability.
- **Outreach Specialist** – The Outreach Specialist develops one-on-one relationships with 8-12 volunteer agencies and schools, including previous participants and new organizations, to introduce the enhanced role of PAT. PAT also provides support throughout D of C project planning, posting and implementation, and follows-up with assigned volunteer agencies and schools to look at the sustainability of projects and plans for the future.
- **Project Specialist** – For specific types of projects such as construction and landscaping, specialists are called upon either to provide consultation to Outreach Team members or to visit an agency/school to assess a proposed project. Project Specialists report findings to and set up follow-up correspondence with the assigned Outreach Team member.

Here's how it works:

- All agencies and schools that participated in Day of Caring 2009 have been assigned a PAT Outreach Specialist. If you did not participate in 2009, a PAT volunteer will be assigned as soon as you let us know that you want to participate.
- The Outreach Specialist will touch base with you periodically and will offer as much project planning assistance as you request. This assistance can range from simply reminding you of dates and deadlines, to helping you identify projects, to bringing one of the Project Specialists to help determine the details and feasibility of a large building project.
- Once a volunteer team has adopted your project, the Outreach Specialists are willing to meet with both of you to go over each aspect of the project and ensure everyone is on the same page.

The perfect Day of Caring project comes from blending your knowledge of your service and organization with the project management skills and experience of the PAT volunteers. Even if you have project planning skills, it's always helpful to have another set of eyes and the volunteer perspective to review the project from start to finish.

The goal of PAT volunteers is to make the planning and the project easier and more successful. Please let them help!

Note: Remember, the companies that PAT members work for are **not** necessarily the companies that will be your Day of Caring partners.

Project registration deadline is July 6. Bigger companies with more resources tend to pick their projects early.

DAY OF CARING HAPPENS RAIN OR SHINE!



Each agency/school is responsible for making its own plans in case of inclement weather. Day of Caring is not cancelled due to bad weather; however, you may have changes to your project plans. Consider planning an alternate indoor project or projects (i.e. thorough cleaning, rearranging heavy furniture, organizing storage rooms, etc.). Some teams will have the flexibility to reschedule. Most importantly, COMMUNICATE with the Day of Caring coordinator AND all volunteer team leaders about these plans before the actual day so the volunteers are in the loop and know how to reach you.



DAY OF CARING SAFETY PLANNING

To help prevent injuries, here are some safety plans to communicate to your volunteers:

Task	Potential Hazards	Safety Plan
Landscaping	Foot (cuts, abrasions)	Boots, Closed shoes
	Hands (cuts, abrasions)	Work gloves
	Legs (cuts, abrasions)	Long pants
	Sunburn	Sunscreen
	Bug bites	Bug spray
Clearing Trails or Lots	Chain saw use	Hard-toed boots
		Ear plugs or muffs
		Chaps for legs
		Gloves, Long sleeves
		Safety glasses, Goggles
Painting (Interior or Exterior)	Eyes	Safety glasses
	Hands	Gloves (latex or work)
	Ladder use (Use scaffolding when necessary)	Waist should never be above the top of ladder; Never reach beyond arm length.
Carpentry/Renovation	Eyes	Safety glasses, Goggles
	Foot	Hard-toed boots
	Hands	Gloves
	Falls	Approved ladders or scaffolding
	*Power Tools	All guards in place
		Extension cords with GFCIs

*Volunteers should not operate power tools unless they are trained to do so.



GENERAL SAFETY GUIDELINES

We recognize the potential for serious injury and liability problems associated with Day of Caring, just as we do each time any volunteer offers his/her services. Please do everything you can to help ensure that the Day of Caring is both a **rewarding** and **safe** experience for everyone involved.

Below are some actions to think about if an accident does happen:

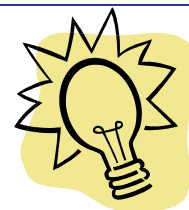
- Stay calm.
- Have all of the other volunteers stop working if there is any reason to believe that the work is unsafe, or if the volunteers simply cannot focus sufficiently on the project's task. Be sensitive to the mood and needs of the volunteers. You may want to designate someone else as the person to oversee the other volunteers so that you can focus on the injured volunteer.
- The Volunteer Team Coordinator will most likely take the lead role since they will know the individual. If they are not on the scene, find them immediately. Be sure you have all relevant cell phone numbers.
- Determine the seriousness of the accident and if there is a need for medical attention. If yes, dial 911. You may also want to offer to call a friend or family member of the injured person.
- Please call the Trident United Way office at (843) 740-9000 to report any medical situations to the Day of Caring staff.

LIABILITY AND RELEASE FORMS

Everyone participating in a Day of Caring project, including agency/school staff as well as any and all volunteers, must sign the Liability and Release Form prior to beginning any work.



PROJECT IDEAS



Outdoor Maintenance and Preservation: Have volunteers...

Paint murals on the inside and outside walls of an organization ♦ **Plant** a garden ♦ **Construct** or paint picnic tables/park benches ♦ Repair and **clean a camp or play area** for children ♦ Clean and paint **fences** ♦ **Remove litter** from a beach, trail, neighborhood, etc. ♦ Build a **deck** or **patio** ♦ Plan a **yard clean-up**: weeding, planting, raking, mulching, pruning shrubs, etc. ♦ Spruce-up a **playground** ♦ Develop a **nature trail**

Restoration/Repair Work: Have volunteers...

Paint the inside or outside of a building ♦ Repair a porch **roof** ♦ **Wash** windows, carpets, walls, toys ♦ Clean and **tune-up** transport vans or buses ♦ **Wallpaper** a room ♦ Construct a **play gym** for children ♦ **Build a coat rack** at a shelter or childcare center ♦ Build a **storage shed** for recreational equipment ♦ **Rehabilitate** a group home ♦ Construct an **accessibility ramp** ♦ Sort and **repair** toys and equipment

Special Events for Organization Clients: Have volunteers...

Plan a “**fun day**” for residents at a nursing home: games, singing, fingernail painting, hair styling, etc. ♦ Plan and accompany clients on a **field trip** ♦ Organize a **mini-Olympics** for clients ♦ Put on a **talent show** or slide show for clients at a senior center ♦ Play games or **read stories** with children at a childcare center ♦ Plan and staff a **cookout**, picnic, “theme” party or ice cream social for clients ♦ Help clients with **classes** in needlepoint, crocheting, pottery, or other crafts ♦ Accompany a youth group on a **day hike or outdoor field trip** ♦ Assist clients with **grocery shopping** ♦ Visit and **deliver meals** to homebound clients ♦ Help **teach independent living skills** such as cooking and shopping to mentally challenged clients ♦ Help conduct a **training session** for clients in teamwork, problem solving, etc. ♦ Organize a **flea market** for clients in a residential facility ♦ Present a **puppet show** to children ♦ Work at a local **soup kitchen** or homeless shelter ♦ Electronically **network** organization’s locations ♦ Do library or internet **research** for grant sources

Work to Support an Agency’s Operation: Have volunteers...

Distribute organizational **brochures** to various locations ♦ **Inventory** educational supplies ♦ **Organize** storage closets ♦ Change batteries in **emergency response units** in group homes ♦ Wash and **clean** CPR mannequins ♦ Develop a **videotape or slide show presentation** of the organization to promote its mission and services ♦ Catalog and **sort books** in a library ♦ Walk and **feed animals** and clean cages at the local humane society ♦ Create an **art room** for a youth center

“Portable projects” for those who can’t leave the office: Have volunteers...

Set up a drive to **collect needed items** for clients ♦ Fold, stuff and address for **bulk mailing** ♦ Assist with **website** development ♦ Do **data entry** ♦ Prepare **emergency medical kits** for clients ♦ Conduct a **telephone survey** ♦ Design a **brochure**

BE CREATIVE!

SAMPLE PROJECT DESCRIPTIONS

(See page 14 for Guidelines)

Type 1: One basic category/project – No special skills needed

Sample Headline: Bring Our Playground Back to Life!

Project Description: Volunteers will spend the day raking, mulching, weeding the beds around our common area, and then planting flowering bushes.

Expected Impact: To provide a more welcoming, safe environment for our clients.

Supplies Needed: Rakes, trash bags, garden tools, plants, and gardening gloves for the landscaping.

Plan to Obtain Supplies: We're asking our volunteer team to bring any rakes and garden tools they can lend us for the day. Plants will be donated by "Company X."

Weather Plan: Work inside the shed at the playground to sort, clean, and organize toys and to repaint inside. The paint will be purchased if we can't find a donor (will require less time.)

(PAT volunteers could help determine how many rakes, what kinds of plants, the number of volunteers, etc.)

.....

Type 2: Variety of small, unrelated projects – No special skills needed

NOTE: This type of project would take a good deal of coordination to make sure volunteers aren't overwhelmed or unoccupied. Consider splitting projects of this type into more than one.

Sample Headline: Sort, Clean, Tag, Paint, Organize, and Garden at the Thrift Shop!

Project Description: There are many small projects to do at the Thrift Shop that support our program. Take turns sorting, organizing and pricing items. Spend a little time outside raking or making our windows sparkle. Paint some shutters or do a little filing. Need a break? How about doing a little data entry? Plenty of general projects for your group!

Misc: There is plenty of parking available at the Thrift Shop, the bathrooms are located in-store, and there is a First Aid Kit in the volunteer group leader's car (on site)

(PAT volunteers could help determine if this should be one or more projects, etc.)

.....

Type 3: Special-skill project(s) - Special skills needed

Sample Headline: Design and Build Picnic Tables for our Camp!

Project Description: We don't have blueprints, so we're looking for a team with design and building skills. We have a need for four picnic tables to be built at our site. We need the volunteer team leader to meet with us ahead of time to let us know what materials are needed, and we will obtain the materials in time for the project.

Skills Needed for this Project: Woodwork design and carpentry, moderate finish quality.

Supplies Needed: Wood, blueprints, nails, power tools, safety goggles, extension cords for tools, paintbrushes, stain for tables, tarps, a safe area to utilize power tools, and hammers.

Plan to Obtain Supplies: Our agency will provide all the materials needed for this project.

Weather Plan: Build tables inside the camp "barn" building.

(PAT could help figure out how long, what type of expertise is needed, etc.)

.....

NOTE: If a project will not take all day, be sure to indicate how long the project will take – i.e., 9:00am-2:00pm.

VOLUNTEER TEAM PROJECT SELECTION

1. Most volunteer teams come from local businesses, while others come from service clubs, student groups, neighborhoods or other community groups.
2. **Volunteer teams will be allowed to view projects online beginning July 13th.** Each company or service group will choose a volunteer team leader to coordinate their project choice, team logistics, planning with the project host, etc.
3. Volunteer team leaders are usually tasked with choosing the project for their teams. Often they will look for projects close to them geographically or one that touches an issue or population that is important to their group. They also pick projects that sound fun, doable and well-planned!
4. Volunteer teams pick projects on a first-come, first-served basis. While they may ask Day of Caring staff for guidance, they are free to pick whatever projects suit them.
5. Teams may sign up for more than one project with one or more agency/school. Teams may sign up for all or part of a project. If more than one team signs up for your project, make sure all team leaders are on the same page.
6. Once a volunteer team signs up for a project, you will receive an email alerting you to this and providing contact information for the team leader. Be sure to connect with all of your volunteer partners as soon as and as often as necessary to ensure a successful day.



THE DAY OF THE PROJECT

1. **Double check** to ensure that all supplies and equipment are in place. Verify with donors and volunteers that they have the required items.
2. Greet your volunteers with **enthusiasm!** It is important for volunteers to be recognized, appreciated and aware of their role in making a difference!
3. Take a few minutes to give volunteers an **agency/school overview**, explaining your services/programs, funding, and role in the community. Let them see how their work is making a difference and how they can volunteer year-round!
4. Conduct a **project orientation**, review safety tips and procedures, bathroom locations, and an overview of the project. **It's important to let volunteers know what's expected of them and how the project will flow.**
5. Supply **water** and/or **snacks** on-site. Make arrangements (either on your own or with your volunteer team) to provide **lunch** on-site if the project is a full day.
6. Remember to **recognize** the volunteers and their efforts at the end of the project and encourage them to return if they enjoyed their experience! For example:
 - a. Take before and after **pictures** and send copies to the team leader.
 - b. Create a **"thank you" note** from the people who benefit from the project.
7. Post-project **reflection** provides an opportunity to learn from your volunteers, gather feedback, and prepare for future planning. It also promotes long-term **relationships!**

ONLINE MANAGEMENT

Agency/School Registration

Agency/School project **registration begins May 20**. If you participated in Day of Caring 2009, or if you've been active on the new 2-1-1 Give Help website, your agency is already registered on the site. Be sure to update your information if your listing has expired. Follow the instructions below to post your Day of Caring project.

If your agency or school **is NOT** already registered on the site:

Step 1: Get to the Agency Login Page.

EITHER

Go to <http://www.volunteersolutions.org/trident/agency/>


OR

- Log on to **www.tuw.org**
- Choose the "Volunteer" banner
- Click on Day of Caring link (activated Thursday, May 20)
- Follow the links for "Agencies/Schools"

Step 2: Under the New Agencies banner, **click on Register Here!**

Step 3: Follow the steps to **submit your Agency/School information**

Step 4: Once registered, follow the steps below for **Project Submission**

The red  buttons beside some of the fields in the website provide additional information.

If your school or agency **is** already registered on the site:

Step 1: Get to the Agency Login Page.

EITHER

Go to <http://www.volunteersolutions.org/trident/agency/>

OR

Log on to **www.tuw.org**

Click on Day of Caring link (activated Thursday, May 20)

Follow the links for Agencies/Schools

Step 2: Log in with your agency name and password that you created. If you don't know your password, contact Sally at 566-7185 or 211volunteer.org.

Project Submission (Instructions to submit your project from various landing pages)

From the D of C Agency link: You are taken to the **Day of Caring 2010** page. Read the introduction and choose the Add a Project link.

From Agency Overview tab: Under the Events banner, choose the Details and Project Signup link to the Events tab. Read the introduction and choose the Add a Project link.

From the Events tab: Read the introduction and choose the Add a Project link.

Create Project (See page 11 for suggestions.) – The software walks you through the process. Below are tips and hints for each of the questions.

- **Headline for this opportunity: Be creative and inviting!! Capture prospective Volunteer Team Leaders' attention.**
- Describe the project. **Be thorough.** Folks don't like to be surprised. If they have an expectation about the project, make sure it's accurate. **Formatting options** are AVAILABLE so use them and have fun! (See page 11 for more information on writing project descriptions.)
- Limit to one time slot? **Choose "YES."**
- Do you have any **requirements of your volunteers?** For example, is heavy lifting required? Will volunteers be on ladders? Are background checks required?
- **Special talents or skills?** Would your project benefit from having volunteers with artistic ability or carpentry skills?
- Use the **checklist as a reminder** of aspects of the project that need to be considered and are often overlooked.
- Please, please take the time – just a couple of minutes – for an **orientation to your organization.** Let the volunteers know how their work on the Day of Caring fits into the big picture and feeds your mission.
- In **what county** is the project located?
- Select the **population** that will be helped by this project.
- Choose the **issue** this project addresses.
- What **type of work** will the volunteers be doing?
- **Supplies/equipment** needed for the project.
- **Plan** to obtain supplies/equipment.
- Expected **impact** of the project on the community or your organization.
- Plans in the event of rain or **bad weather.**
- Do you have **liability Insurance?**
- Email primary contact upon signup? **Yes**, so that you'll know when people sign up.
- Primary contact. **Make sure this information is correct.**
- Opportunity location. **Make sure this information is correct.**

Add Contact allows you to enter the name and contact information for the person at your agency/school who is responsible for this Day of Caring project if s/he is not already listed as a contact in your agency/school information. Once you click "Okay" you'll go to a page to enter the new person.

Add Location allows you to enter the address of the D of C project if it is different from the agency location. Once you click "Okay" you'll be taken to a page to enter the new location.

Create Slot

- **Slot Date** – Choose September 14, unless you are working with NNPTC on September 10.
- **Start Time** – What time should volunteers arrive at the project site? (Don't forget to check if they will be attending the Kickoff Breakfast.)
- **End Time** – What time will the project end? (Projects should end no later than 5pm.)
- **Number of Openings** – How many volunteers are needed to get the job done?

Feedback and Information not complete

If the system recognizes any areas where you've not answered a required question OR where you could improve the quality of your listing, you will be prompted to return to the selected criteria. The better your project reads, the more likely a volunteer group will select your project.

NOTE: The project registration deadline is July 6. Post as many projects as you have the resources to manage. Projects submitted after the deadline will be accepted based on available volunteer resources.

Adding Projects

(As with all websites, there are many ways to accomplish the same tasks.)

Once you have submitted a project, you will come to the "Time Slot Created" screen, which lets you know that your project registration is complete. You have the following options:

- **Add another time slot for this project** – please do not choose this option, as there should be only one time slot per project.
- **Add a new project for Day of Caring 2010** – remember, you can post as many projects as you have the resources to manage. Choose this link if you want to post another project and follow the flow described on page 14.
- **View all time slots for this project** allows you to **(1)** view and **edit** the **start/end time** of your project as well as the **number of volunteers** needed and **(2)** view **registration and participant information**.
- **View details for this project** allows you to edit the remaining project information.

To add projects at a later time, follow instructions for **Project Submission** on page 13.

Project Approval

When you submit your project, the Day of Caring coordinator will receive notification that a project was submitted. Your **project should be approved within 2 days** of submission. If there are any questions, the person named as project contact will be called.

Modifying Projects

If you need to modify any of your project information – for example, you want to modify your bad weather plans – follow the steps below:

- Step 1:** Login using your user name and password
- Step 2:** Click the "Events" tab in the navigation
- Step 3:** Under the Your Projects banner, you find a table listing the projects you've submitted for Day of Caring. Find the project you want to view.
- Step 4:** Choose **Details**, which allows you to edit the project using the following approaches

View Time Slots	allows you to modify the start and end times of the project as well as the number of openings (volunteers needed) .
View Registrations	allows you to see information about the Volunteer Team Leader .
View Participants	allows you to see information about Volunteer Team Members (team member information is not required.)
Edit Project	allows you to change wording and details of the project, including the location and contact information.

NOTE: Registrants are the Volunteer Team Leaders responsible for registering their team. **Participants** are the team members. The only person required to enter contact information is the registrant.

If you wish to view the project as volunteers will see it:

- From the Events tab, choose the Details link of the project of interest.
- Choose the Project Title link.

(This allows you to make sure your presentation looks the way you want it to.)

NOTE: If you need to **modify major project details**, such as changes to the number of requested volunteers or the scope of the project, please **contact the Day of Caring Coordinator** prior to making any changes.

Monitoring Volunteer Participation

Volunteer team leaders will go online to search and select projects for their teams. The Day of Caring coordinator receives notification of the selection and reviews the selection. If the volunteer team seems to be a good match for the selected project, the coordinator will approve the team’s project selection.

When a volunteer team is approved, you will be able to monitor the number of volunteers still needed for the project on your “Events” tab. The name and contact information for the project team leader is also made available to you after the team’s project selection is approved. Project selections will be reviewed daily.

To view the volunteer status for your project:

Follow **Steps 1-3** above to **Modify Projects** (page 14), then

Registrations	gives information about the Team Leader and team name.
Participants	provides information about anyone else who has signed up for the project. Note: ONLY the Team Leader is required to provide name and contact information.

Contacting Volunteers

When your project has confirmed volunteers, the contact information for the project leader is available to you. We encourage all agency/school project coordinators and volunteer team leaders to be in touch well in advance of the Day of Caring to work out details. It is recommended that you engage the Project Assessment Team member to help as well.

Consider a “**Who’s Bringing What**” table like the one below.

What item?	AGENCY/SCHOOL	VOLUNTEER TEAM
Tools/Equipment (i.e., hammers, brooms, power washers, etc.)		
Supplies (i.e., paint, mulch, plants, lumber)		
Water		
Lunch		
Snacks		
Camera		
Other?		



Agency/School Project Worksheet

Day of Caring 2010

Agency/School Information

(If you have already registered on the 211 Give Help website, please take time to review your information.)

Agency/School Name: _____

Agency/School Mission or Vision Statement: _____

Mailing Address: _____ City: _____ ST: ___ Zip: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Has agency/school participated in Day of Caring? No Yes If yes, what year? _____

Project Information

(Please provide as many details as possible. If necessary, attach additional info. Make it interesting and compelling!)

Project Headline: _____

Description of Project: _____

Expected Impact/Outcome of Project: _____

Project Date(s): _____ Project Time(s): _____

Project Coordinator Name: _____ Phone on day of project: _____

(Please ensure this person is available to provide site orientation and supervision during the project.)

How long will the agency/school orientation or tour take? _____

Do we need a site visit (for agency/school and volunteer team) BEFORE the project? If yes, when? _____

Project site address (if different from agency address): _____

Directions to project site address: _____

What supplies & tools are needed to complete your project? Please list:

Please list supplies you cannot provide and how you plan to obtain these supplies:

What is the clean-up plan? _____

Can the project be completed in bad weather? Yes No

If not, what is your alternate plan? _____

What are the arrangements for the following?

- Parking _____
- Bathrooms _____
- Safety concerns _____
- First Aid _____
- Lunch/Snack _____
- Water _____
- Trash/Debris Removal _____
- Clean up _____

Also consider: *What is the suggested attire? Who is bringing the camera? Do you want to have nametags?*

Select the county (or counties) where the project site is located:

- Berkeley Charleston Dorchester

Select the Group that best describes who will benefit from the project. You may select more than one:

- Anyone Elderly People with disabilities
 Abuse victims Families People with physical/mental illness
 Animals/Wildlife Homeless Teens
 Children Low-income/poverty Other: _____

Select which best describes the issue that this project addresses. You may select more than one:

- Abuse/Violence Disabilities Homelessness Neighborhood Improvement
 Animals Disaster/Emergency Preparedness Housing Parks/Recreation
 Arts/Culture Education/Literacy Hunger/Food Pregnancy
 Clothing Environment Mental Health Substance Abuse
 Community Enrichment Mentoring Other: _____
 Crime Health

Select the category that best describes the type of work the volunteers will do:

- Admin/Tech Landscaping
 Clean Up Meal Prep/Delivery
 Client Services/Interaction Mentoring/Tutoring
 Construction – new Painting
 Constructions – repair/rehab Organizing/Sorting
 Other: _____

Agency/school staff will submit the project online.

Date Submitted: _____

Volunteer Information

Number of volunteers needed to complete project: _____

How many hours are needed to complete the project? _____

Are there any special requirements of volunteers? (e.g., background checks, heavy lifting, TB tests) _____

Special skills needed (artistic ability, carpentry skills, power tools, etc.): _____

Does your agency have liability insurance to cover this event? Yes No

Follow-Up

- Be sure to complete the Day of Caring evaluation.
- Acknowledge the appropriate people – **thank the volunteers, agencies, donors, etc!**
- Share pictures!