WELCOME!

We are thrilled to have you participate in Trident United Way’s Day of Caring brought to you by Ingevity—the largest single community service day in the Tri-County!

In 2018, more than 5,000 volunteers participated in Day of Caring and made amazing things happen at 278 project sites. What’s even better, many of those volunteers stayed with their Day of Caring partner organizations, **beyond** the single day, into the rest of the year.

Our focus is on fostering year-round engagement and maximizing the impact that our local nonprofits and businesses experience when people volunteer together.

We are fortunate to live in a community that continues to grow their corporate social responsibility; therefore, Day of Caring is a great opportunity for those business leaders and companies to give back.

Day of Caring provides a unique opportunity for agencies and schools to build capacity, improve systems, and strengthen partnerships with community volunteers. Each project, each school, each nonprofit, each volunteer team is one piece of a three-county-wide community event that shows the power of collective impact when we all **LIVE UNITED**!

We look forward to working with you!

Strategic Volunteer Engagement Team
Trident United Way

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**Day of Caring Contact:**
Amanda Sito
Strategic Volunteer Engagement Manager
asito@tuw.org
843-740-7737

Interested in Partnering with Trident United Way year-round?
Contact Melissa Britton, Director, Strategic Volunteer Engagement at mbritton@tuw.org.

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**Important Dates:**

- Project Registration: September 4—September 27
- Agency Waivers Due: October 4
- Volunteer Team Registration: October 7—November 1
- T-Shirt Pick-up: October 29 - November 13 (times TBA)
- Volunteer Waivers Due: November 14
- Day of Caring 2019: November 15
STEPS FOR SUCCESS:

1. THE PROJECT

Successful and impactful projects include the following:

- Provide detailed descriptions with list of needed materials for volunteers;
- Explain why the project is important to the agency/school;
- Request the right number of volunteers needed for the project;
- Have dedicated staff on site available for questions and direction;
- Provide a reflection moment at the end of the project to debrief;
- Have rain contingency plan at the ready—Day of Caring happens rain or shine;
- Thank volunteers in interesting and creative ways i.e. a welcome banner or photo card sent afterwards.

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Project Coordinator Check List

- Submit detailed project description to TUW by September 27th
- Submit Agency Waiver via DocuSign to TUW by October 4th
- Contact Team Leader soon after match notification to schedule site visit, if possible
- Acquire project materials; can be agency or company
- Continue to check in (calls/emails) with Team Lead until Day of Caring
- Pick up t-shirts from TUW office for agency staff assisting on Day of Caring Oct. 29-Nov. 13
- Take photos on Day of Caring!
- Complete Day of Caring survey

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Participation Eligibility:
Organizations with a 501c3 nonprofit status are welcome to submit a project request to participate.
**STEPS FOR SUCCESS:**

**2. THE VOLUNTEERS**

Successful volunteer groups conduct the following:

- Select a project a majority of the team will be comfortable with;
- Consider splitting team members into two project sites, if necessary, to ensure all volunteers have enough work to feel they made an impact;
- Conduct a site visit with the agency/school partner;
- Communicate often with all your volunteers about project details and the agency's work;
- Conduct a team meeting with your volunteers prior to Day of Caring, if possible, to cover specifics about the day i.e. tasks, parking, refreshments, tools, etc.;
- Make plans for a post project celebration with team such as lunch or happy hour.

**Participation Eligibility:**
Any company or group of 5 or more people can participate as a Day of Caring team.
STEPS FOR SUCCESS:

3. THE DETAILS

Questions to answer with your Day of Caring partner:

- What time will volunteers arrive and what time will volunteers start cleaning up?
  - If the arrival time is different from when the project was submitted, please notify TUW.
- What project materials are needed and who is supplying them?
- What refreshments are needed, who is supplying them and where will they be located?
- Are there special instructions for volunteers e.g. parking, ID, restrooms, clothing, tools to lend, safety guidelines?

One Week Before Day of Caring Reminders:

- Confirm the number of volunteers with agency/school partner;
- Confirm supplies and refreshments are ready;
- T-shirts and company signs have been picked up from TUW office;
- All volunteers have instructions.

Tip: Don’t forget to include others assisting or participating in Day of Caring in on the details!
STEP 4: THE FUN!

Celebrate the day at The Kickin’ Chicken, our restaurant partner!

Eat in or order lunch to be delivered—either way you’ll receive preferred pricing!

**Participating Locations:**
- Downtown
- James Island
- Mt. Pleasant
- Summerville
- West Ashley

Wear your Day of Caring t-shirt to receive special discounts and menu items!

Share your Day of Caring photos on social media, use #DayOfCaring and tag us and you could win a prize!

@TridentUnitedWay  
@TridentUWay
Frequently Asked Questions

What kinds of projects take place on Day of Caring?
There are many different types of projects available on Day of Caring including portable projects you can do at your office, hands on work at the project site, large group projects, and everything in between! However, the most common type of work requested is general maintenance, cleaning, and landscaping.

How will I know when volunteers sign up for my project?
Once volunteers register for your project, you will receive an email notification from eVolunteer. This will prompt you to log into your account to view the volunteer’s information. If the volunteer group does not fill all of your volunteer spots, your project will remain open until all spots have been filled then it will be marked as full.

What if I need to cancel my project?
If you absolutely must cancel your project, please contact any volunteer group that may have signed up as well as Amanda Sito at asito@tuw.org or 843-740-7737 ASAP. Volunteers that participate in Day of Caring are very motivated to participate in the day and we do not want to disappoint them. By letting us know as soon as possible, we can do our best to match those volunteers with another project so they still have an opportunity to participate.

Will there be youth volunteers participating?
We do have some student/youth volunteer teams that participate in Day of Caring. If your project is not youth-friendly, be sure to specify the appropriate age range when submitting your project request; there are fields to complete for minimum age requirements.

Are we required to provide lunch to volunteers?
No. While some organizations are able to provide lunch to volunteers, it is by no means a requirement. If you are unable to provide lunch, let the Team Leader know that volunteers will need to bring their own or make a few suggestions of places to eat near your project. If you will be providing lunch, we do ask that you indicate that in your project description.

If I submit a project, am I guaranteed a volunteer group?
We do everything we can to fill all of the Day of Caring projects, but every year there are a few projects that go unfilled. If your project has not been filled two weeks prior to the event, please contact Amanda Sito (asito@tuw.org). Your project is still valuable to our community and we will work with you to try and match a volunteer group to come out and complete it; however, it will likely be some time after Day of Caring.

What if I already know who I want to partner with on Day of Caring?
There are many long standing Day of Caring relationships between project sites and volunteer teams, which is wonderful! We still require the agency/school to register their project with us and identify the volunteer team. We will then assist the volunteer team register for the project to ensure all teams are accounted for and everyone receives a Day of Caring t-shirt! For more information on pre-partnering, please contact Amanda Sito at asito@tuw.org.

Visit www.tuw.org/dayofcaring to view additional FAQ’s.