

PLANNING A DAY OF CARING

VOLUNTEER FOR IMPACT

Days of Caring are a wonderful way to connect your employees to the people, organizations and causes that they support through the annual United Way Campaign. They also serve as team-building opportunities and a chance for individual employees to take a leadership role in coordinating and helping to execute the event(s).

Contact the United Way of Central Jersey to discuss the type of project you are interested in undertaking. Determine the following:

- Preferred day of the week
- Amount of time you can devote to the project
- Number of volunteers who may be participating
- If you are seeking an off-site or in-house project
- What type of project(s) you would like to engage in – outside (building a Born Learning Trail, cleaning a park, gardening and landscaping) or indoors (sprucing up a classroom/training room at a local agency, reading to preschoolers, assembling/sorting, etc.)
- Do you have a budget to provide any supplies?

Ensure that the following are in place in advance of the project:

- Preferred driving directions/parking information to pass along to volunteers
- Schedule of the day's activities including clear starting and ending times
- Elements of the project(s) to be completed. How many volunteers can assist with each task? How long will each task take? Break apart the pieces of each project to ensure all volunteers will have a meaningful experience.
- Snacks/Lunch/Beverages – depending on the time of day, will any food and beverage items be provided to volunteers? Who has the ability to provide these items? Are they necessary?
- Any specific information that the project leader should share with the other members of the volunteer group ahead of the project, i.e. tools to bring, appropriate clothing/attire, additional work supplies, etc.
- Develop back-up plans for all volunteer projects. If your project is taking place outside, develop a plan b in the event of inclement weather. Ask your local United Way partner about other projects that may be able to be completed in the event your original plans must change or your group works through projects quickly.

Promote the project details internally.

- Notify your colleagues of the dates(s) and times(s) of your project(s) and encourage them to sign up.
- Include any liability waiver(s) that may need to be signed by your volunteers

- **United Way can create a sign-up page on our Volunteer website and provide you with a URL for your employees to register for your project**

Confirm all plans & check back in with United Way:

- **Take the time to ensure that everyone has the information they need to make this a successful volunteer experience. This includes sending out information to all group participants that would be helpful for them to know ahead of time and checking in with United Way on any last-minute changes.**

After the project:

- **Thank everyone who participated in the project(s). United Way can also assist after the event by sending thank you letters/emails to each of your volunteers.**
- **Share any photos with your volunteers and with United Way.**
- **“Close the loop” – let your volunteers know how their efforts made a difference. Contact your United Way for photos of how the space/items/activities you engaged in are being used and share them with your colleagues. If your group assembled something, ask if you can assist with distribution. People appreciate seeing how they have helped.**

Contact:

**United Way of Central Jersey
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732-247-3727
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