



UNITED WAY DAY OF CARING PROJECT SITE CHECKLIST

Thank you for hosting a Project Site for the annual Day of Caring! Below is a checklist to ensure your team and volunteers have a meaningful and fun day!

AFTER REGISTRATION

- Optional: Order Day of Caring Project Site yard sign
- If ordered, pick up Day of Caring Project Site yard sign
- Ask your agency's leadership to stop by and say hello to volunteers!
- Notify your agency staff and / or Board of Directors about Day of Caring
- Inventory project supplies and order what will be needed
- Plan your volunteer gratitude (thank you email, giveaways, etc.)
- If providing lunch, begin coordinating

WEEK BEFORE EVENT

- United Way staff email introduces individual volunteers and / or volunteer team captain(s)
- Contact volunteers with any day-of logistics they will need to know such as parking, lunch (if applicable), what to wear, items to bring, etc.
- Follow up with agency's leadership to stop by and say hello to volunteers!
- Prepare opening remarks about your agency for volunteer orientation
- In providing lunch, finalize plans and relay information to volunteers

WEEK OF EVENT

- Send reminder to your agency staff and / or Board of Directors about the Day of Caring
- Check in with volunteers
- Stage project tools and resources for Day of Caring use
- Have volunteer gratitude email and / or items staged and ready for distribution
- Hang any necessary signage



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DAY OF EVENT

- If able, join a United Way Volunteer Breakfast Rally
- Set up your volunteer check-in area and ensure that a waiver has been completed by every volunteer—print extra waivers to have available
- Set up water and, if provided, snacks for volunteers
- Greet volunteers warmly! Have agency staff or Board of Directors greet each volunteer as they arrive—a warm welcome helps set a positive tone for the day
- Host a project orientation, including items such as...
 - Your organization's gratitude for the time and skills volunteers are providing
 - Description of the work your organization does and the impact the volunteers are helping foster during the Day of Caring
 - The community-wide effort they are a part of in partnership with the United Way
 - A run-down of what to expect that day in terms of timeline and projects
 - Group stretches to get everyone limber
 - Identify the 'point-people' that volunteers can go to for questions throughout the day
 - Point out amenities such as restrooms and a run-down of what to expect in terms of timeline and projects and assign project tasks
- Take photos! Take lots of photos! Email high quality photos to Development & Engagement Manager, Julisa Stone-Szpaicher at jstone@unitedwayofcayugacounty.org
- Respect Volunteer Time: It's important to respect the commitment that volunteers have made—do not ask them to stay late or return on another day to finish tasks

AFTER THE EVENT

- United Way will send all volunteers a thank you email with a survey—we recommend sending the team your own thank you note too!
- Share your Day of Caring impact with your Board of Directors and staff as well as on your social media channels and website
- Send volunteer data to your media team for Annual Report, data summaries, etc.
- Save your volunteer list, project description, process and Volunteer Cayuga login credentials for next year— Volunteer Cayuga will save this information as well



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Thank you for joining United Way of Cayuga County for the annual Day of Caring! This program grows each year thanks to incredible community partners like you!

NEED MORE SUPPORT?

Visit our FAQs on Volunteer Cayuga Day of Caring page:

Visit United Way of Cayuga County Day of Caring page:

Connect with United Way of Cayuga County Staff:

- **Day of Caring Contact:**
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