

Tips For A Successful Day Of Caring



- D**o find projects that can be completed in three to four hours so volunteers can see results.
- A**ll materials needed should be on site and all "pre-work" should be completed before the event.
- Y**ou, your staff, and board members should work as hard as the volunteers - what a great exercise in TEAMWORK!
- O**ffer the volunteers a tour of your agency, information on your programs, and the opportunity to volunteer for your agency .
- F**eed your volunteers snacks, make sure they have water.
- C**reate a job for everyone regardless of their capabilities.
- A**gencies might try to partner
- R**ecognition is vital! Say "thanks" with plaques, a child's handwritten note, write-ups in newsletters, agency "goodies", certificates, etc.
- I**nclude your clients as much as possible. Volunteers truly enjoy the interaction.
- N**ice weather please! But have a back up plan for a rainy day.
- G**ood vehicle for United Way and the agencies to promote "all we do" for the community.



United Way
of Greater Texarkana Inc.

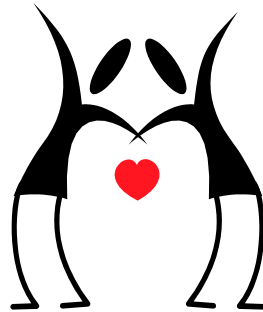
Thank you for all that you do!



DOC 2011 ~ helpful hints & logistics

The DO List:

- Think regional - lets try to have projects everywhere we serve
- Provide lots of projects for companies to choose from - the more projects you have, the more opportunity for choice (may not have all filled)
- Give as much detail when describing the project as possible - remember that the skill level of volunteers varies greatly
- Create jobs for everyone regardless of their capabilities
- Collaborate! Can more than one agency benefit from a project?
- If more than two companies are assigned to the same project (for larger ones) meet or discuss responsibilities with both groups so that everyone will be aware of what's going on that day.
- Have indoor back-up projects in case of rain
- Have back-up projects in case volunteers finish their projects quickly (it's better to fully utilize the assistance while you've got it!)
- Plan on communicating or meeting with your volunteers prior to Day of Caring to discuss the project's plan
- Have plenty of water and refreshments at the project site
- Encourage your board members to be at the project site
- Take pictures and give praise
- Have all materials and tools on site prior to the event
- Say THANK YOU, THANK YOU, THANK YOU to your volunteers
- Make sure every volunteer has a tour of your agency OR sits through a presentation, share your mission, hand out brochures & "give aways"
- MAKE IT FUN!



The DON'T List

Don't...

- be disappointed if your project isn't chosen - we will do our best to have all projects covered - if it's critical that the project is completed, encourage your board to take it on, or let us know so that we can help find you volunteers even after DOC
- plan on business as usual - spend time with your volunteers and be available for questions and assistance...what are your agency's plans for a holiday?
- be afraid to time-manage, make sure both you and the volunteers come to lunch
- forget to make a rainy day plan!
- over-order or under-order T-shirts, get a good count of staff members who are participating
- EVER forget that United Way and the Day of Caring committee truly appreciate you and what you do for the Greater Texarkana Area.

project ideas.....

Project Priorities!

We want to create projects that will result in meaningful activity. Please consider the following as you plan your projects:

1. Be comparatively simple and straightforward to accomplish.
2. Be low cost, but with a tangible product at the end.
3. Can be done by small and large organizations of all kinds.
4. Educates the volunteers about your mission and programs.



Suggested Project (just in case you get stuck for ideas)

- ♥ Arts & crafts
- ♥ Assemble emergency kits or goodie bags
- ♥ Assemble kits
- ♥ Assist care providers with activities
- ♥ Automobile/bus washing & waxing
- ♥ Bake goodies and deliver to clients
- ♥ Build a garden for the clients to maintain year-round
- ♥ Build a sandbox, picnic area, swings
- ♥ Build handicapped ramps
- ♥ Catalog or inventory resources & supplies available
- ♥ Clean carpets
- ♥ Computer training class
- ♥ Create a database
- ♥ Data entry

Volunteer Favorites: Gardening & Painting

(we can't seem to get enough of them!)



- ♥ Deliveries
- ♥ Entertainment - sing to children, teach them about instruments
- ♥ Field day for camp kids with interaction from "grown-ups"
- ♥ Filing
- ♥ First aid classes
- ♥ Fold brochures or flyers for mailing
- ♥ Furniture painting at local shelter
- ♥ Graphics, logo design, brochure design
- ♥ Hang pictures, bulletin boards
- ♥ Have lunch with a client
- ♥ Help someone send letters, cards to family & friends
- ♥ Install deadbolt on front door
- ♥ Landscaping

- ♥ Make puppets or costumes for children's play area

- ♥ Makeover party/ fashion show for senior clients or women's shelters
- ♥ New agency sign
- ♥ Office help
- ♥ Paint office bathroom
- ♥ Paint porch and walkway
- ♥ Painting, cleaning, improvements to agencies
- ♥ Plant a tree in honor of someone
- ♥ Pot flower or plants for clients to keep
- ♥ Prep for upcoming programs
- ♥ Preschoolers hearing & eye exam
- ♥ Pull weeds and clean up yard area
- ♥ Put together packets for distribution
- ♥ Replace and repair window screens
- ♥ Research
- ♥ Sort & organize closets or display areas
- ♥ Sponsor a room to fix up/ decorate at local shelter
- ♥ Wash walls & baseboards
- ♥ Window work (caulk, wash)

other ideas

#1 Bring Your Clients To Them:

- ✓ Get your folks to a central location for an event
(Can a boy scout troop golf in Appomattox?)
- ✓ *Provide projects in all your service areas! We have lots of companies that would love to do something close to where*

#2 Offer A Service To A Company:

- ✓ Seminar on debt management
- ✓ Class on first aid
- ✓ Seminar on stress management
- ✓ Blood drive at the company site
- ✓ Discussion on Women's Issues
- ✓ *Offer what you and your staff do best!*

*What's On Your
Wish List??*

