



UNITED WAY DAY OF CARING

PROJECT PLANNING GUIDELINES

Key questions before submitting your Day of Caring project

- Is your organization a 501c3, government, office, or school?
- How many volunteers are needed to complete your project?
- Can the project be completed in the allotted work time, allowing time for set-up, break down, agency briefing, and lunch (if full-day)?
- Is the size and complexity of the project appropriate, considering the volunteers' skills and allotted time?
- Does the project require specific skill levels? For example, would you need an electrician or skilled carpenter?
- Will all materials and tools be provided for the project?
- Does the agency have the ability to accomplish the necessary preparatory work in advance of Day of Caring (i.e. taping wall edges for painting).
- Is the project too hazardous for the volunteers? For example, does the work require climbing a tall ladder? Is an outdoor work area close to a heavily trafficked street without protective barriers? Is there a potential fire hazard, e.g. use of propane torch? (Consider your potential liability exposure.)
- Will the agency clients be present? Are young children or elderly persons likely to be around the work area while the work is in progress? Does the performance of work need to be coordinated with the clients' schedules?
- Have you designated an agency project coordinator to organize and/or oversee the work being performed? ****It is essential that your agency designate a point of contact that is available on site for the duration of the project.**



Setting your Day of Caring project up for success

- Assign an alternate staff member or regular volunteer to be the project manager in the event the project coordinator or assigned person cannot carry out their responsibility.
- If your event is weather dependent, try to have an alternate plan. Day of Caring does not have a “rain date”. If your agency does not have an indoor alternative, decide if you will be able to offer an alternate date in the event of inclement weather.
- Remember to greet your volunteers, give an overview of your agency, and talk about your connection to United Way (we will provide Talking Points for this).
- Make sure sufficient supplies and equipment are available and ready to use.
- Create a task list or instruction sheet for volunteers so that the project is as clear as possible.
- Plan ahead to provide water and light refreshments for your volunteers.
- Remind clients and staff of the day’s activities. Be certain everyone is aware of the plans, to avoid unpleasant surprises.
- Have a First Aid Kit on site (including a bee sting kit, band-aids, aspirin, and ice packs)



Ready to begin? Register your project online at uwbec.org/day-of-caring.

For questions regarding Day of Caring, please contact:
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