

29th Annual Day of Caring

United Way of
Ventura County
vcunitedway.org



2018 - CALL FOR PROJECTS!

For 2018, United Way seeks 35-40 agencies to provide Day of Caring projects to engage individuals, families, students and/or corporate teams in volunteerism.

ABOUT DAY OF CARING:

United Way's Day of Caring (DOC) will connect hundreds of volunteers to community organizations throughout Ventura County on **Saturday, September 29, 2018 from 9 AM to Noon**. By engaging people in volunteerism, United Way works to create positive change in our community. In 2017, over 600 individuals, families, and teams volunteered at 26 projects.

BENEFITS OF HOSTING A PROJECT:

- Your agency gains increased exposure and community engagement while filling an unmet need in a short time, which strengthens your ability to serve the community.
- Engage new volunteers in your cause for the DOC and beyond.
- United Way handles and promotes volunteer recruitment, E-newsletters, local media, social media, flyers etc.
- United Way provides Live United t-shirts & water for all volunteers.

PROJECT CRITERIA:

Day of Caring projects must be provided by established 501(c)3 nonprofit organizations; community projects operating under a 501(c)3 nonprofit organization serving as a fiscal sponsor; public agencies, faith-based organizations, and schools, if the proposed project is open to all community members and has benefit beyond the organizations' membership.

- Projects must take place on **Saturday, September 29, 2018, from 9 AM to Noon**.
- The project should be a one-time activity with a clear beginning and end. A tangible difference should be evident at the end of the day. (For ongoing volunteer needs, please post on www.volunteerventuracounty.org). Please do not combine a Day of Caring project with another event or service project at your project site.
- **Day of Caring volunteers may not support fundraisers or special events.**

THINGS TO CONSIDER WHEN PLANING FOR DOC EVENTS

- The agency should only request the number of volunteers they can manage and for which they have tasks and supplies. Project must provide a high quality volunteer experience.
- **The agency must provide an appropriate number of agency representatives to manage the project/volunteers. This could be a staff member, key volunteer, or board member who understands the project needs and can direct DOC volunteers.**

- Projects should have no less than 10 and no more than 50 volunteers. Projects should be flexible with numbers of volunteers and be able to succeed with a few more or few less.
- **SAFETY!** Day of Caring volunteers come from the broad community and have different abilities and interests. In general, Day of Caring volunteers will not have the training for skilled labor (electrical, plumbing, etc.). Agencies must keep this in mind while designing projects. **Safety of volunteers must always be a priority.** Please do not have DOC volunteers work on ladders, use power equipment/tools, or engage in work that they are not appropriately trained to complete. Please provide safety equipment if necessary. Volunteers should not work alone. A first aid kit and working phone should be on site.
- United Way will provide 1 Day of Caring Representative for projects with 24 or less volunteers and 2 Day of Caring Representatives for 25-50 volunteers. Day of Caring Reps help with registration, passing out waters and tshirts, taking photographs, motivating volunteers, etc.
- DOC volunteers **MUST** sign up through the Day of Caring website, www.volunteerventuracounty.org. If the agency is recruiting volunteers, they need to sign up on the DOC website in order to provide an accurate count.
 - By signing up on the website volunteers automatically sign a waiver.
 - Project reminders easy to send out to all volunteers.
 - Also makes communication on getting T-shirt sizes easier on everyone!
- United Way reserves the right to decline project submissions that do not fit project criteria or are deemed inappropriate or unsafe.

Day of Caring Project Planning:

Step 1: Identify unmet needs at your agency. Are there projects that haven't been finished, or even started? Is there something a group of volunteers can accomplish in a few hours?

Step 2: Meet with your Colleagues. Brainstorm with others about your DOC project.

Step 3: Select a project that can be completed in 3 hours by a group of volunteers. Examine how complex your project is. Does it require special skills and equipment? Do you need to work around existing activities and client services?

Step 4: Develop a project budget. Ensure you have appropriate supplies on hand so volunteers can complete your DOC project. You may solicit donations from local businesses.

Step 5: Identify who will coordinate the project and how many additional agency representatives you need. Having good onsite support for motivation and direction of volunteers creates success!

Step 6: Submit your project proposal.

Day of Caring Project Ideas:

Landscaping- *Community gardening *Plant flowers, grass, weed flower beds, mulch

Client Based- *Reading with children/elderly *Deliver lunches, friendly visits. *Clean, organize facility, toys, books *Wash windows, vehicles

Administrative- *Bulk mailing, inventory, supplies, shred old files

Painting- *Walls, trim, doors, murals, furniture

Miscellaneous- *Make Deliveries, sorting, packing *Update playground equipment, assemble furniture, hold a bike repair workshop *Install smoke detectors

Safety Protocol:

- ✓ **May differ depending on project type.**
- ✓ **In general, all project hosts are liable and responsible for volunteer safety while at the project site.**

- ✓ **Project hosts must ensure personal project equipment (PPE) is known by volunteers. PPE's are specialized clothing or equipment worn by volunteers for protection against health and safety hazards. (i.e. sunblock, closed toed shoes, hats/visors, long sleeve shirts and/or pants, gloves, etc.) If equipment will not be provided, volunteers must know to bring their own.**

TIMELINE OF IMPORTANT DATES:

April Day of Caring Application released countywide
June 1, 2018 Applications due to United Way Ventura County by Noon via email or fax
July-August 2018 Agency Site Visits as needed
September 29, 2018 Day of Caring!

2018 - Day of Caring Project Application

For questions, contact Rachael Hill, AmeriCorp VIP Fellow, United Way of Ventura County
 Phone (805) 485-6288 ext. 233 Fax (805) 485-4845 Rachael.Hill@vcunitedway.org

Please email or fax completed applications to Rachael Hill no later than June 1, 2018 at Noon.

Applicant Organization	
Street Address	
Mailing Address (if different)	
Contact Person and Title	
Telephone	
Email	
Name of Project	
Project Location If different than agency location	
Project Contact	Name Cell Email
Second Project Contact	Name Cell Email
Number of Volunteers Needed (No less than 10, no more than 50. Be flexible and able to succeed with a few more or few less.)	Approximate number needed _____ <input type="checkbox"/> More than 50 (only in special cases)
Ages of volunteers appropriate for your project (check all that apply)	<input type="checkbox"/> Children: (5-12) <input type="checkbox"/> Adolescents (13-17) <input type="checkbox"/> Adults 18+
Is your project	<input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Other _____ <input type="checkbox"/> Strenuous <input type="checkbox"/> Moderate <input type="checkbox"/> Easy

Please answer the following questions. Detailed, but concise responses are appreciated.

1. Please give a brief description of your project (5 sentences max) for use in promotional materials, press releases, etc.

2. Please explain the need for this project and how it benefits your agency, your clients, and/or the community, what would be the end result of the project upon completion?

3. **The number one feedback from volunteers** is that they volunteer because they want to work.
 - a. How will you keep your group of volunteers happily busy without lots of down time?

 - b. How many agency representatives will you have on site to guide and support volunteers?

4. Each year, some projects are hampered by inadequate supplies like broken tools, not enough rakes/paint brushes, etc. How will you ensure that you have the appropriate supplies and equipment on hand to successfully complete your project?

5. For projects that accept youth volunteers (5-17): Describe your experience in providing volunteer opportunities for youth and the accommodations you will make to ensure success.

Nondiscrimination Statement:

United Way of Ventura County will only support those health and human service nonprofit organizations and programs that provide services and offer employment and volunteer opportunities without unlawfully discriminating on the basis of any characteristic protected by state or federal law. Each organization must affirm its compliance with this policy to provide a Day of Caring project.

___ Yes ___ No If not in compliance, specify how on an attached sheet.