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**United Way of Ventura County**

**30th Annual Day of Caring**

**September 28, 2019**

**9:00 a.m. to Noon**

**CALL FOR PROJECTS!**

United Way of Ventura County is seeking Day of Caring projects

to engage individuals, families, students and/or corporate teams in volunteerism

throughout Ventura County.

**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 28, 2019 from 9 AM to Noon**. By engaging people in volunteerism, United Way works to create positive change in our community. In 2018, over 550 individuals, families, and teams volunteered at 29 project sites.

**BENEFITS OF HOSTING A PROJECT:**

* Gain increased exposure and community engagement
* Fill an unmet organizational need which strengthens your ability to serve the community
* Engage new volunteers in your cause for DOC and beyond
* Benefit from UWVC support in promoting and managing volunteer recruitment, and event publicity such as e-newsletters, local media outreach, social media, flyers etc.
* Day of Caring t-shirt provided for all volunteers

**PROJECT CRITERIA:**

* Day of Caring projects may be provided by:

1. established 501(c)3 nonprofit organizations
2. community projects operating under a 501(c)3 nonprofit organization serving as a fiscal sponsor
3. schools
4. public agencies
5. faith-based organizations running services open to all community members (must provide benefit beyond the organizations' membership)

* Projects must take place on **Saturday, September 28, 2019, from 9:00 a.m. 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.

Please do not combine a Day of Caring project with another event or service project at your project site*. (For ongoing volunteer needs, please post on* [*www.volunteerventuracounty.org*](http://www.volunteerventuracounty.org)*).*

* Day of Caring volunteers may not support fundraisers or special events.

**TIMELINE OF IMPORTANT DATES:**

June 17 Day of Caring Application released countywide

**July 22 Applications due by Noon.**

*[Needs must be registered online, and supplemental responses received via email. Project applications will be reviewed as received and follow-up questions will be made as necessary.]*

July-August Project Site Visits and/or calls

August-September Volunteer Recruitment

**September 28, 2019 Day of Caring!**

**DAY OF CARING PROJECT PLANNING ADVICE:**

**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.

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

**Step 6:** **Submit your project proposal.**

**THINGS TO CONSIDER WHEN APPLYING 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.

Volunteers should not work alone.

A first aid kit and working phone(s) should be on site.

**Safety equipment appropriate to the project must be available to all volunteers.** (See more information below in Safety Protocol).

* **Project sites should provide water for volunteers.** Snacks or meals are welcomed by DOC volunteers but are not required.
* United Way will provide a DOC Project Lead/representative for all projects. Project Leads help with welcoming volunteers, doing registration, passing out t-shirts, taking photographs, motivating volunteers and thanking volunteers, etc.
* DOC volunteers **MUST** sign up online through the Day of Caring website, <http://www.volunteerventuracounty.org/need/?s=1&need_init_id=1708>.

Your agency is welcome to assist in recruiting volunteers; however they need to sign up on the DOC website in order to:

* + Provide an accurate count of volunteers/participants and hours served
  + Automatically sign a waiver and photo release
  + Allow project reminders and information to be sent to volunteers
  + Collect information and orders of volunteer t-shirt sizes
* United Way reserves the right to decline project submissions that do not fit project criteria or which are deemed inappropriate or unsafe.

**Day of Caring Project Ideas:**

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

**Client Based -** \*Read with children/elderly; \*Clean and organize facility; \*Sort toys, or books; \*Wash windows, or vehicles

**Administrative -** \*Bulk mailings; \*Inventory supplies and materials

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

**Miscellaneous -** \*Sort and pack supplies/kits; \*Install playground equipment; \*Assemble furniture; \*Hold a bike repair workshop; \*Install smoke detectors

**SAFETY PROCOL:**

* May differ depending on project type - **In general, all project hosts are responsible for volunteer safety while at the project site.**
* **Project hosts must ensure that necessary personal project equipment (PPE) is known by and available to 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. Ideally the site host will provide this equipment,** however if you cannot the requirement for volunteers must be listed in the online project listing in the description and/or in project attributes.

**Hints for successful recruiting of volunteers for your projects:**

1. Think of an interesting/appealing name for your project.
2. Use your project description to sell your project. What will make a volunteer want to work with you? How are they contributing to your work?

Would you be more likely to select a project that said “*Come dig a ditch!*” or one that said “*Help us install an irrigation system for our community garden!*”?

1. Include project address in the posting. This is a big determining factor for many volunteers!
2. If you will be serving snacks or a meal – let the volunteers know in your online project description or attributes.
3. If you need or want volunteers to supply any materials or equipment, particularly safety equipment, note it in your description.
4. If you have any questions, please call us!

NOTE: UWVC will approve and post your online application after the supplemental questions (below) are received and approved. Your project will be associated with the 2019 Day of Caring initiative at that time. UWVC recruits volunteer teams through corporate and community partners, but we suggest you also use the link to your project to recruit as well.

**2019 Day of Caring Project Application**

**NEW THIS YEAR – Project applications will be completed in two parts:**

1. **PROJECT APPLICATION – Online Need Creation:**

**All project information must be entered directly into** [**www.volunteerventuracounty.org**](http://www.volunteerventuracounty.org) **no later than July 22, 2019 at Noon.**

*If you need assistance in setting up an account, please don’t wait! We are happy to walk you through the process*.

CREATING A NEW DOC NEED:

1. Log in to agency account
2. Create new need
3. Need title – begin title with “2019 Day of Caring – (your project name)”
4. Privacy = Public
5. Duration = Happens On
6. Capacity - REQUIRED (#volunteers requested)
7. Hours = 3
8. Hours Description = 9:00 a.m. to noon
9. Allow Team Registration = yes
10. Attributes – additional project requirements, for example: if you welcome children or youth, you can add a comment about parental supervision, etc. - *“Children under 18 must be accompanied by an adult”*, if volunteers need to meet criteria *“Must be able to lift xx lbs”, “Must supply own work gloves”*
11. Address – **please use address of project**, not your offices unless they are the same
12. Zip – of project site
13. Interests & Abilities = Physical Labor
14. \*Additional Notification Recipients – if you want the information to go to anyone but a manager you can add them here.
15. Waiver – will be UWVC Day of Caring Waiver, though you are welcome to supply your own waiver as well at the project site.

***\*NOTE: As this is a UWVC event, we will do all communications to volunteers related to Day of Caring. Thanks for your cooperation!*** *If your agency has a particular message to share with volunteers we ask that you please share with UWVC first.*

For questions, contact Lora Kline, Volunteer Engagement/Disaster Recovery Manager at (805) 485-6288 ext. 231 or [lora.kline@vcunitedway.org](mailto:lora.kline@vcunitedway.org).

1. **SUPPLEMENTAL QUESTIONS:**

**Please email completed supplement applications to UWVC no later than July 22, 2019 at Noon.**

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| --- | --- |
| Applicant Organization |  |
| Project Name (from online application) |  |
| Organization Contact Name and Title |  |
| Telephone |  |
| Email |  |
| **Primary Project Contact for Day of Event**  **(required)** | Name =  Cell =  Email = |
| Second Project Contact for Day of Event  **(required)** | Name =  Cell =  Email = |
| Target Population – who will this project support/serve? (please check all that apply) | ❑ Young children ❑ Elementary school students  ❑ Middle school students ❑ High school students  ❑Seniors ❑ Homeless ❑ not applicable  ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Project Alignment (please check all that apply | ❑ Education ❑ Health ❑ Income/Financial Stability  ❑ Homelessness ❑ Disaster Response/Recovery  ❑ Environment ❑ Animals |

Please answer the following questions. Concise but specific responses are appreciated.

1. 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?

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

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

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1. 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?

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1. 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.

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1. My organization agrees to provide water for all DOC volunteers. \_\_\_\_ Yes \_\_\_\_\_ No
2. My organization agrees to provide all volunteers with necessary safety equipment. \_\_\_\_ Yes

\_\_\_\_ No, but the requirement for volunteers to supply their own safety equipment is stated, and necessary items are listed in (check all that apply):

\_\_\_\_ (online) project description; \_\_\_\_ (online) project attributes

**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

Signature\* of Authorized Agency Representative:

(\*You may print/sign/scan or type your name above.)

**Thank you for your interest in our 30th Day of Caring.**

**We look forward to working with you.**