



9.21.2017
**DAY OF
CARING**

**[AGENCY
GUIDE]**

Our community. Your mission. United.

United Way of Lane County's Day of Caring matches community minded volunteers with local nonprofits for one incredible day of service. This guide is designed to help you plan and submit your Day of Caring project.

IMPORTANT DATES AND CONTACTS



United Way of Lane County

July 1 – 31	Agency project registration
August 1 – 8	Projects viewable on UnitedWayLane.org
August 9 – 31	Volunteer Registration
August 31	T-Shirt order deadline
September 21	Day of Caring!

Questions? We're here to help! Please contact United Way:

Julie DiBiase
Volunteer Engagement Coordinator
541-741-6000 x 147
dayofcaring@unitedwaylane.org

Brelyn Dhenin
Day of Caring Intern
541-741-6000 x 149
dayofcaring@unitedwaylane.org

ABOUT

Is my agency a good fit for Day of Caring?

Does your agency have a need for volunteers and the ability to lead them in a project? If YES, the United Way Day of Caring is for you! Past projects have included everything from painting murals and planting gardens to washing windows and carpets, and even helping with data entry and inventory.

What is United Way's role in Day of Caring?

Day of Caring is a United Way event! We recruit new agencies and volunteers to participate and handle all event logistics including media and press releases. We also manage the signing of volunteer release forms, assist with event check in, highlight partnerships, and send thank you's after the event.

PROJECTS

How does the project submission and volunteer sign up work?

You have until July 31st to submit your project; late submissions will not be accepted. Please see page 4 – 5 for specific submission instructions. Your submitted project will be posted online for community volunteers to register from August 9 - 31st.

How many projects can my agency submit?

There is no limit to the number of volunteer projects one agency can submit.

Who provides the tools and equipment necessary for the project?

The agency is responsible for supplying all necessary materials, not United Way of Lane County or the volunteer group.

How long are projects?

Your agency will need to select the timeframe of the project: morning or afternoon (4 hours), or all day (8 hours) along with start and stop time.

How can I attract volunteers to sign up for my project?

Volunteers choose which projects they would like to work on. Concise, compelling descriptions are usually the most successful. If your project does require special skills, be sure to list those too.

What if we can't participate on a Thursday, but could on a Saturday?

Please contact Julie or Brelyn. We have a number of volunteer groups who prefer to volunteer on a Saturday and may be able to accommodate your request.

VOLUNTEERS

How many volunteers will my agency receive?

As part of your project submission, you will need to request a certain number of volunteers. Please keep in mind staff capacity and availability of supplies when making your selection. Once volunteer registration begins in August, potential volunteers will be able to view all of the projects and choose which ones they would like to participate with. Your project will remain open until all spots you have requested have been filled or registration closes. Registrations may include volunteers from multiple groups.

What about safety and liability?

Since Day of Caring is a United Way event, we require each volunteer sign a United Way of Lane County volunteer release form before Day of Caring. This form also covers your agency. In the unlikely event of serious injury, please call 911 immediately! Then alert a family member or friend, and call United Way to report the injury.

OTHER

What about lunch?

You are not required to provide lunch.

What are the next steps for my agency after submitting our project?

Start planning any preparatory work in advance of Day of Caring, such as getting materials and obtaining any necessary permits. You can also log back in with your Volunteer Solutions account to edit your project. *When volunteers sign up for your project, you will receive an email from United Way connecting you with the volunteer group contact.* Get excited, and keep your eyes out for any communication from United Way of Lane County!

HOW TO REGISTER A PROJECT



United Way of Lane County

Register/add a project:

1. Go to the United Way of Lane County Volunteer Website at <https://volunteer.truist.com/uwlane/volunteer/>
2. Scroll down to the “Log In” section of the home page- but do not log in yet
3. Click on “We have a separate login for agencies” and log in
You will be prompted to enter your agency name. After you enter the name, you will be asked for your password.
 - If you cannot remember your password, email Julie DiBiase at dayofcaring@unitedwaylane.org.
 - If your agency does not have an existing account, click on ‘Not registered? Sign up now’ and follow the prompts.
4. Once signed in, click on “Events” to find the event listing for Day of Caring
5. Click on “Details and Project Sign Up”
6. Scroll down and click “Add a Project” and follow the prompts to register your project
NOTE: When you reach the ‘taxonomy’ page, scroll to the bottom and click ‘continue without assigning taxonomy’

Add project time slots:

A project can have single or multiple time slots.

IMPORTANT: Each project may only be offered in three different time slots; morning, afternoon, or all day.

The first time you add a project to DOC you will be placed in the time slot details screen to fill in the details of the first time slot for the project.

To add an additional time slot to an existing agency project:

1. Select the “Event” tab on the main menu (in purple)
2. Scroll down and select “Details” next to the desired projects under “Your Projects”
3. Select “View Time Slots”, and then select “Add Time Slot”

NOTE: Projects and their time slots will not appear for registration to a volunteer or company coordinator until the time slots are approved by United Way of Lane County

View project time slots:

To view the existing time slots for a project:

1. Select the “Events” tab on the main menu (in purple)
2. Scroll down and select “Details” next to the desired projects under “Your Projects”
3. Select the “View Time Slots” link at the bottom of the screen

HOW TO REGISTER A PROJECT



United Way of Lane County

View and edit project details:

You can view and edit the details of your existing projects.

To view a project's details:

1. Select the "Events" tab on the main menu (in purple)
2. Scroll down and select "Details" next to the desired projects under "Your Projects"

Delete a project:

To delete an existing agency project:

1. Select the "Events" tab on the main menu (in purple)
2. Scroll down and select "Details" next to the desired projects under "Your Projects"
3. Select "Erase Project"

NOTE: You cannot delete a project with existing registrations. You will need to contact United Way of Lane County

View project participants:

To view the participants for an existing agency project:

1. Select the "Events" tab on the main menu (in purple)
2. Scroll down and select "Participants" next to the desired projects under "Your Projects"

View Project Registrations:

To view the registrations for an existing agency project:

1. Select the "Events" tab on the main menu (in purple)
2. Scroll down and select "Registrations" next to the desired projects under "Your