



9.21.2017
**DAY OF
CARING**
[**VOLUNTEER
REGISTRATION
NOW OPEN**]

Our community. Your passion. 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 understand your role as Company Coordinator and look ahead to your next steps.

IMPORTANT DATES AND CONTACTS



United Way of Lane County

| | |
|---------------|--|
| 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 Manager
541-741-6000 x 147
dayofcaring@unitedwaylane.org

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

BEFORE REGISTERING

What is my role as Company Coordinator?

As Company Coordinator you will be responsible for recruiting volunteers from within your company and assigning them to specific Day of Caring volunteer projects using the online registration system. You will also be responsible for distributing online volunteer release forms to your team, making sure they're completed BEFORE Day of Caring, and communicating project details (location and timing!) to your team.

How can I recruit volunteers at my company?

Start now! Sign up early for the largest choice of projects. Get the discussion started about Day of Caring at a staff or department meeting to encourage participation. Ask your co-workers what types of projects they are interested in, and what skills or limitations they may have.

Tell me more about this mandatory release form!

United Way of Lane County requires all Day of Caring volunteers complete and sign a volunteer release form BEFORE the project begins. We have transitioned to an online fillable form this year, so you will need to distribute the link below to all volunteers on your team. All volunteers must fill out this form. They will receive an email confirmation from Google Forms once they have completed the release.

Please follow and share this link to the 2017 Volunteer Release Form:

<https://goo.gl/forms/hTGwy5wWQO0ZlxcG3>

REGISTRATION AND T-SHIRTS

How do I sign my team up for Day of Caring projects?

See page 5 for specific registration instructions using our online system. Depending on project availability, a company can participate in as many projects as they want. You can match your team to specific agencies or to types of projects. If anyone in your group has special skills (i.e. electricians, carpenters, plumbers, master gardeners, artists, etc.) please make a note of this in your registration information. You can sign up between August 9th and 31st.

How do I get Day of Caring T-shirts for my team?

You can order your Day of Caring t-shirts through the United Way of Lane County online store through McKenzie Sew On. Visit the Day of Caring webpage, <http://unitedwaylane.org/get-involved/volunteer/days-of-caring/>, and click on "Wear the Gear". Your order will be processed and filled by McKenzie Sew On. T-shirt orders must be submitted by August 31st. You are responsible for picking up t-shirts from McKenzie Sew On.

FREQUENTLY ASKED QUESTIONS



United Way of Lane County

What information do I need to register?

To register, you will need to know the number of volunteers in your group and their names. We understand that plans change, but holding spots for volunteers and not being able to fill them is unfair to agencies that were planning on a specific number of volunteers. We will also use the information you submit to make sure we have received all of the release forms from your group prior to Day of Caring.

NEXT STEPS

Okay- my team is registered! What's next?

Following registration, both the Company Coordinator and the contact at the agency will receive a confirmation email from United Way in one to two days. This email will review the details of the project, number of volunteers committed, contact information, the link to volunteer release forms, and more important details!

What if we need to change our registration?

To change your team's registration, please contact United Way. DO NOT contact the agency. We will contact the agency and update the registration information on our site.

Online Registration- Available August 9th – 31st, 2017

Online registration allows a volunteer to sign up as an individual, a group, or both for a project. When a volunteer signs up others for a project, they automatically assume the role of Company Coordinator for that group. A Company Coordinator can edit the registration for the group as a whole, if necessary.

To Register a Group for a Volunteer Project:

1. Go to unitedwaylane.org/get-involved/volunteer/days-of-caring
2. Click “Register for Day of Caring”
3. Scroll down to the “Events” category
4. Click “Learn more” below the Day of Caring listing
5. Scroll down to review the list of projects and time slots
6. Click “Register” next to the desired time slot
7. Enter the number of spots you would like to claim (the number of volunteers in your group)
8. Click “Save and Continue”
9. Fill out the Registration Details for the group, including:
 - Name of group (i.e. the name of your business or service club)
 - YOUR name and email address FIRST.
 - The first and last name of each volunteer and ONLY a phone number for each volunteer (or your phone number), but NOT their email address. This is to ensure that only you receive a ‘group confirmation email’. We do not use the provided phone number to contact you or the volunteers.

Remember, the volunteer who signs up others for a project automatically assumes the role of Company Coordinator.

After registering for a Day of Caring project, you will receive a confirmation email. If you would like to make any alterations to your registration or need further information, contact us at dayofcaring@unitedwaylane.org.