

# Day of Caring Project Leader Manual 2011

**LIVE UNITED**  
GIVE. ADVOCATE. VOLUNTEER.



July, 2011

Dear Day of Caring 2011 Project Leader:

Thank you for volunteering to coordinate employee volunteers for your company's participation in United Way of Lane County's annual Day of Caring. This manual contains what you need to know about recruiting and registering your group for this event.

You will find Frequently Asked Questions, step-by-step instructions for registering your group online, and additional information to make planning easier.

If you need assistance, I'm here to help.

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## FREQUENTLY ASKED QUESTIONS

### 1. What is a Project Leader?

A Project Leader recruits volunteers from within their company and assigns them to a specific volunteer project using the online registration system at [www.211Lane.org](http://www.211Lane.org). The Project Leader is responsible for ordering Day of Caring 2011 t-shirts (if appropriate), recruiting employee volunteers and sending company volunteers any updates about the Day of Caring event (including project details, location and the day of schedule).

### 2. When is the last date we can register our volunteer group?

Project Leaders may register their volunteer group between August 10 – September 9, 2011. All groups must be registered by 5:00pm on Friday, September 9.

### 3. How do I order t-shirts for my volunteers?

You can order 2011 Day of Caring t-shirts through the United Way of Lane County online store at [www.unitedwaylane.org](http://www.unitedwaylane.org). Your order will be processed and filled by McKenzie by Sew On.

### 4. What is the Volunteer Site Coordinator?

The Volunteer Site Coordinator is both the lead volunteer and primary contact at the project site for the volunteer group. This person may be different from the Project Leader, but must be a representative of the participating company. They are responsible for communicating with the agency contact person before the Day of Caring, as well as ensuring that everyone on the volunteer team has directions and details about the agency project. Included is informing volunteers of appropriate attire and any equipment or tools that are needed to complete the project. Site Coordinators are responsible for getting the 'purple' form from the agency and making sure it is completed by all volunteers BEFORE the project begins. Please return the completed form to the agency coordinator.

### 5. How many projects may a company participate in?

Depending on project availability, a company may participate in as many projects as they want. Groups of 2-30 people can be placed together at one site. You can match your team(s) to specific agencies or to types of projects (painting, building, yardwork). Please include a note in the registration information if you have volunteers with special skills (i.e. electricians, carpenters, plumbers, master gardeners, artists, etc).

## HOW DO I START?

1. Start recruiting volunteers now!
2. Ask volunteers for preferences for types of projects they would like to do. Also, ask about any special skills/interests or limitations they may have as well as their t-shirt size (if you plan to order t-shirts for your company).
3. Register your group(s) at [www.211Lane.org](http://www.211Lane.org). Registration is open August 10 – September 9.

To register your volunteer groups you must register yourself as a volunteer on the website. Be certain to give yourself a password that is easy to remember and include your name, business, address, email, telephone and cell phone (strongly suggested).

You will have to check the option that you DO want to receive emails in order to receive volunteer group placement confirmation.

You are not required to complete a volunteer profile, unless you want to.

## WORKING WITH VEM2 AS A VOLUNTEER

Volunteer Event Management 2 (VEM2) allows a volunteer to sign themselves, a group, or both up for a project included in an event. When a volunteer signs up others for a project, they automatically assume the role of Project Leader for that group. As a Project Leader, they can edit the registration for the group as a whole.

### Registering a Group for a Project

Events which are available for registering are available on the [211lane.org](http://211lane.org) GIVE HELP home page, under the Events category. From there, you can register yourself or a group for a project.

#### To register a group for a project:

1. Go to [www.211lane.org](http://www.211lane.org) home page.
2. Click on GIVE HELP
3. Scroll down to the Events category.
4. Select Sign Up under the desired project.
5. A list of projects and time slots will appear for the event. Select Register next to the desired time slot.
6. Enter the number of slots you would like to claim, making sure it is greater than 1. If you enter 1, you'll be registering only yourself (see Registering Yourself for a Project).
7. Choose Save and Continue.
8. Fill out the Registration Details for the group, described below.

Detail	Description
Name of Group	(Required) Name of group.
for Project Leader, the following needs to be filled in:	
First Name	(Required)
Last Name	(Required)
Phone	Either phone number or email is required for project leader.
Email	Either phone number or email is required for project leader.
Use My Personal Information	(Optional) If you will be volunteering for the project and also be the project leader, select this option.

Note: After registering you'll receive a "Thank you for registering email..." Additionally, after being approved for the project, you'll receive a "Your Registration is confirmed..." type of email for the project.

## Viewing Your Registrations

Once a project leader has registered for a project, the project will appear on their home page.

To view your registrations:

1. Go [www.211lane.org](http://www.211lane.org), click on GIVE HELP and login.
2. Scroll down to the Your Events category.
3. Click on the desired project link.
4. Your registrations will be displayed at the bottom of the page.

## Updating a Registration

A volunteer is able to update any of their own registrations and also any registrations that they are the project leader.

To update a reservation:

1. Go to [www.211lane.org](http://www.211lane.org), click on GIVE HELP and login.
2. Under Your Events, click on the desired projects link.
3. Click details next to the desired project time slot.
4. Edit the information.

Note: Another way to update a reservation is to follow the link provided in the Confirmation email you receive when approved for the project.

## Removing Somebody from a Registration

When a volunteer registers several people on one registration, they automatically become the Project Leader. They may need to update or remove somebody from the registration.

To update or remove a participant from a registration:

1. Go to [www.211lane.org](http://www.211lane.org), click on GIVE HELP and login.
2. Under Your Events, click on the desired projects link.
3. Click details next to the desired project time slot.
4. Choose edit next to the participants name to edit their information, or erase to remove them from the registration.

Note: Removing a participant on a registration does not generate an automatic email to the participant. As the group leader, you should contact them.

## Contacting the Project Leader

There are several different places the Project Leader information for a project you are signed up for is displayed.

- The “Thank you for registering...” email you receive after registering for a project will display the email address of phone number of the project leader.
- The “You are approved. . .” email you receive after being approved for a project will display the email address of phone number of the Project Leader.
- Choosing details for a registration found under Your Events will also display the project leader information.