



## PREPARATION FOR THE DAY OF CARING

### ***Important PRE-DAY OF CARING communications between project sites and volunteer teams***

*Effective, early and clear communication between the agency/school project site coordinator and the volunteer team leader(s) who have chosen the project are critical to the success of the Day of Caring.*

#### **Confirm:**

- Coordinate pick-up and return of Day of Caring sign(s) at the United Way office, 806 E High St. These signs, to be displayed at each project site, will help identify the site location(s) to project volunteers, media, and United Way site visitors. We will reuse the signs next year, so please do not throw them away! Please return all signs to the United Way by September 28, 2018.
- The time the team should arrive at the project site
- Supplies required of the team**
- Supplies that the agency will provide**
- Appropriate clothing
- Skills necessary (especially for construction projects)
- Directions to the project site (not necessarily at the agency)
- How long it will take to get there (especially for the outlying counties)
- Parking details (should you carpool?)
- Food arrangements** (Who provides snacks, lunch, drinks?)
- Bathroom facilities (for outdoor projects)
- Rain plan (Will your project take place if it's raining? Will you reschedule? How will you communicate a change of plans?)
- Nametags provided by the agency
- That the agency's insurance covers volunteers during your project
- If necessary, waiver-of-liability forms
- Whether or not the project site coordinator and volunteer team will attend the Kickoff Breakfast Rally and, if so, how they will recognize each other
- A time that the volunteer team leader may visit the project site prior to the Day of Caring
- Other details?