



## ***Non-Profit Agencies and Organizations***

*Each year, we encourage the community to join hands to help **you** during the **United Way Days of Caring**. Read the information below, fill out your project sheets, and our volunteers will "join hands and open their hearts" for your agency!*

### **United Way Days of Caring, April 22 & 23 Project Requests Due to United Way Friday, March 26, 2010**

#### **Agency Project Guidelines**

- Agencies/organizations requesting projects must be a non-profit [501(c) (3)] or government agency.
  - The project must meet a real need at the agency/organization.
  - Projects to benefit individuals (such as home repair for an elderly resident) must be submitted through a non-profit agency.
  - The project must be able to be completed within the two days devoted to *Days of Caring*.
  - Volunteers must find measurable satisfaction or accomplishment in the project.
  - Supplies and materials must be identified and a plan must be in place to secure items.
- Occasionally, but in rare instances, the volunteer team or other sponsor may be able to provide supplies. However, it is up to the agency to seek those resources.**
- A trusted and responsible person must be assigned by the agency to plan and oversee each project. This Project Coordinator will communicate as needed with the volunteer Team Leader and must be present during the time that the project is scheduled.
  - All project proposals are subject to review and evaluation by the *United Way Days of Caring* committee.

#### **Showcasing Your Agency**

*United Way Days of Caring* is an opportunity to complete much-needed projects by volunteers with a range of skills and talents; projects are only limited by your imagination. This is also a chance to showcase your agency and its services to your volunteer team and Hancock County; a ready-made marketing opportunity! Volunteers may "get hooked" and become involved with on-going volunteer opportunities at your agency. You will show community members what you do and who you serve. *United Way Days of Caring* provides an opportunity for your clients or students to meet and interact with new people. Inviting an employee volunteer team to participate is an opportunity to build relationships with local businesses. Your participation will also demonstrate the partnership between your agency and the Volunteer Center of United Way of Hancock County. Don't miss this opportunity to market your agency to the media, potential donors, volunteers, and clients. We heard comments from last year's participants saying they "want to learn about the agency they are serving."

#### **Communicating With Your Volunteer Team**

Effective communication facilitates a productive, fun project, as well as happy volunteers. We will be providing a handy checklist to your Team Leader to assist with communication. We encourage you to have your agency well-represented at any publicity events planned for *United Way Days of Caring*. Efforts will be made to introduce you to your team and promote your agency to our community volunteers!!!