

United Way of Washington County, MD

# **DAY OF CARING Policies & Procedures, 2016**

**United Way of Washington County, MD  
33 West Franklin Street- Suite 203 -  
Hagerstown, MD - 21740**



**United Way  
of Washington County, MD**

United Way of Washington County, MD

# **DAY OF CARING**

## **Policies & Procedures**

**For**  
**TEAM LEADERS**

**2016**



United Way  
of Washington County, MD

# Day of Caring 2016

United Way of Washington County, MD's Day of Caring provides an opportunity for volunteer teams from local businesses, nonprofit organizations and faith-based organizations to impact the needs of nonprofit agencies and schools in an effort to improve our community.

Agencies are able to raise awareness of their mission and their services. Schools are able to engage the community in taking a more active role in the education and development of our youth. Companies and volunteer teams are able to learn more about their community while truly making a difference. We look forward to working with you all!

## Important Dates

### Date

8/24/16

7/14/16 – 8/12/16

9/15/16

9/5/16 – 9/9/16

9/9/16 - 9/16/16

9/16/16 – 9/19/16

### Activity

Project Assignment

Contractor Site Visits

Project Site Visits

Project Budget Due to UWWC

Gift Card Requests due to UWWC

Gift Cards Distributed

**September 29, 2015**

**Day of Caring**

## Day of Caring Staff Information

For questions regarding Day of Caring, please contact:

Kathy C. Saxman  
Director of Community Impact & Investments  
United Way of Washington County, MD  
33 W. Franklin St., Suite 203  
Hagerstown, MD 21740

Phone: 301-739-8200 X 15

**DAY OF CARING HOTLINE # 301.739.8200**

# PROJECT PLANNING

Day of Caring is an incredible opportunity to tackle projects at a nonprofit agency or school that may not otherwise get accomplished. We want to help you and your volunteer team have a meaningful experience that you will enjoy and that will make an impact, not only on the services you provide, but also on our community, overall.

## Good PLANNING is CRITICAL to a successful Day of Caring.

Here are some tips to consider in working with the nonprofit/ residential site to finalize the project plans:

1. Be realistic.
2. Ensure the project is workable – Can it be completed in one day?
3. Create an Action Plan and Timeline.
4. Lunch Plan
  - Will lunch be provided by:
    - United Way through Chick Fil-A?
    - Team?
    - Nonprofit Agency?
  - Plans for Food Storage are encouraged as lunch delivery times may vary
5. Visit the job site to determine further details and supplies needed. Determine what materials and tools the volunteers will need, and who will be providing the tools and supplies:
  - Is the nonprofit providing the supplies and tools required?
  - Can you assess supply and equipment needs or do you need a DOC contractor to perform a site visit?
  - Can the Volunteers provide some of the supplies?
  - Do you need to approach the United Way for supplies and materials?
  - Are permits required?
6. Contact volunteers with written Action Plans prior to the Day of Caring to reduce time spent on the DOC introducing the team to the site, project and tasks to be completed.
7. Coordinate the planning and purchasing/donating of **supplies and equipment**.  
(When supplies / equipment are needed, who will purchase or donate them? Will you need to obtain a gift card from United Way or do you need to be reimbursed for supply purchases?)
  - **Supplies to be purchased by Gift Card:**  
Fill out the Expense Request Form and submit to Kathy Saxman @ United Way. A check or gift card will be given to you for an approved amount so that you may purchase the supplies. It is understood that the total may be slightly higher or lower at time of purchase. You will be reimbursed for any costs higher, and if the cost is lower then the amount, the card must be returned to United Way indicating any remaining dollars. In either case, a receipt must be submitted for each purchase.
  - **Supplies to be purchased by volunteer and then reimbursed:**

Fill out the Expense Request Form so that United Way will know what estimated amount will need to be reimbursed after the Day of Caring. In order for these funds to be paid to you, a receipt must be submitted for these purchases. Please Note reimbursements will be completed as soon as possible but processing may take up to 2 weeks.

- **Supplies to be donated: Please list of items and their value.**
8. **Orient** the team to the work on the day of the project.
    - Collect all liability release forms.
  9. **Oversee** any work done and be available if there are questions.
  10. Have a Safety Plan to address accidents/injuries during the project.
  11. Have a **Parking** Plan and provide to your volunteers prior to DOC. Encourage Carpooling.
  12. **Pick up Team T-shirts**
  13. **Take pictures** of the work and the teams and post to United Way Facebook Page throughout the day. Specific directions on the procedures for posting will be provided.
  14. **Thank and recognize** the volunteers
  15. Complete the Day of Caring Team Leader **Evaluation**.
  16. If your project is completed before the end of the day and you have the time and desire, please contact the DOC hot line; we may be able to place you at another site.
  17. All nonprofit and residential projects must be completed on the Day of Caring unless an exception is granted by the DOC Steering Committee or staff, as appropriate.

## Contractor Site Review Team

The Contractor Site Review Team is a group of volunteers, who are professional construction contractors “by day,” and are eager to help with project planning. After the applications are submitted by nonprofits, case managers, and individual homeowners, the Steering Committee selects those projects that need to be reviewed by this Site Review Team. Typically, all residential projects are reviewed by the contractors and any nonprofit projects that are complicated or in need of a contractor’s insight are reviewed as well. .

These volunteers visit the sites in order to:

- Clearly define the project(s).
- Develop a detailed Action Plan.
- Determine the time and number of volunteers required.
- Figure out what supplies/equipment are needed to accomplish the project.
- Provide a cost estimate

The following step must be added to the review process regarding any proposed modifications to projects for residential units, after the initial requested project has been defined by the contractor and approved by the homeowner.

- The team leader must review the proposed modification(s) with the homeowner **and** document which modification(s) will be completed during the Day of Caring
- Both the team leader and the homeowner are required to sign off on the final document.
- Team leader will submit the final document to UWWC staff with an estimated budget for the modifications.
- If additional modifications from the contractor’s assessment are being requested, UWWC staff will review to determine if funding is available for the additional requests.

NOTE: Contractors may be asked to reassess any additional modifications.

**If you feel you need or would like to have a contractor visit your site to assist you with cost estimates and/or project planning, contact Kathy Saxman at 301.739.8200 x 15.**

## Day of Caring Happens Rain or Shine!

Each agency/school is responsible for making its own plans in case of inclement weather. Day of Caring is not cancelled due to bad weather; however, you may have changes to your project plans.

Consider planning alternate indoor project(s) such as:

- Thorough cleaning
- Rearranging furniture
- Organizing storage rooms
- Classroom party
- Game Day

Most importantly, **COMMUNICATE** with the Day of Caring coordinator AND all volunteers about these plans before the actual day, so they are in the loop and know how to reach you.

## Volunteer Team Project Selection

- Most volunteer teams come from local businesses, while others come from service clubs, student groups, neighborhoods, faith organizations or other community groups.
- Each volunteer group will choose a team leader to coordinate their project choice, team logistics, planning with the project host, etc.
- Projects are assigned to volunteer teams based upon the skills and desires indicated on application forms.
- United Way Staff will contact you with your assignment(s). You will receive an email alerting you and providing contact information for the project leader. **Be sure to connect with all of your project partners as soon and as often as necessary** to ensure a successful day.

## The Day of The Project

- **Triple check** to ensure that you have all supplies and equipment. Include First Aid!
- Approach the project with **enthusiasm**! It is important for everyone to be recognized, appreciated and aware of their role in making a difference!
- Take a few minutes for everyone to understand and appreciate the **purpose and impact of the project**. There should be a **short presentation or tour of the agency/school**, making sure everyone understands the services/programs, funding, and role in the community.
- Conduct a **project orientation**, review safety tips and procedures, bathroom locations and schedule of breaks. Identify the “go-to” person. **Everyone should know what’s expected of them and how the project will flow.**
- **Water** and/or **snacks** should be available on-site throughout the project.
  - Lunch arrangements should be made with UWWC, your team or the nonprofit
- When the work is complete, **recognize** everyone who made the project a success and encourage them to return if they enjoyed their experience! For example:
  - Take before and after **pictures** to share with everyone involved.
  - Figure out creative ways to **express gratitude**.
- Post-project **reflection / evaluation** provide an opportunity to learn from volunteers, gather feedback, and prepare for future planning. It also promotes long-term **relationships**!

United Way of Washington County, MD

**DAY OF CARING**  
**Policies & Procedures**  
**For**  
**NONPROFIT AGENCIES**

**2016**





## Overview

Day of Caring (DOC) is a unique opportunity for nonprofit agencies to market their services to the community, establish relationships with local businesses, and strengthen the volunteers' awareness of their mission.

DOC is an event where volunteers from the Washington County community join local nonprofit agencies to work in collaboration on one-time service projects. Participating agencies are matched with volunteers from local businesses, schools, nonprofits, and government agencies who choose to donate their time and services in an effort to address our communities' needs. Volunteers gain a better understanding of the agencies' services and, more importantly, help change lives through meaningful and impactful service.

Project/team matches will be made based on the information you provide. A project that is organized and well thought-out will be more likely to be matched. Volunteers want to leave knowing their hard work has made an impact on your organization and the people you serve.

This training manual is designed to help you plan your Day of Caring project(s). It provides you with questions to think about before and during planning, useful checklists, and instructions for filling out an application.

## Important Dates

- **Project Selections Announced – 8/22/16 - 8/26/16**
  - **Day of Caring – September 29, 2016**

## Contact Information

Kathy C. Saxman  
Director of Community Impact & Investments  
[ksaxman@unitedwaywashcounty.org](mailto:ksaxman@unitedwaywashcounty.org)  
(301) 739-8200 x15

United Way of Washington County, MD  
33 West Franklin Street, Suite 203  
Hagerstown, MD 21740  
[www.UnitedWayWashCounty.org](http://www.UnitedWayWashCounty.org)

**DAY OF CARING HOT LINE NUMBER: 301.739.8200**

## Agency Responsibility

Together let's build lasting relationships with volunteers!

- Communicate with the volunteer team leader before the project date to confirm times and required equipment, supplies, and gear.
- Exchange contact information. The volunteer team leader should clearly understand the project before arriving at the project site.
- Be prepared when volunteers arrive. Prep work for the project should be completed before the volunteers arrive on site.
- Make sure you arrive at the project site EARLY to greet the volunteers. Inform them about restroom facilities.
- Provide as many of the supplies for the project as you can.
- Provide volunteers with a brief introduction to your agency when they arrive. Volunteers will arrive ready to work, so make your welcome concise.
- Provide adequate supervision throughout the project. If you have a large and/or detailed project, make sure more than one person knows the tasks and details.
- Be an ambassador. Make sure volunteers leave having learned about your agency.
- Thank volunteers throughout the day and provide some sort of recognition (this can be verbal, a certificate, etc.) at the end of the day.

## Bad Weather Plans

- Day of Caring will not be cancelled due to bad weather. You may need to alter your project plans. Each agency is responsible for making its own plans in case of inclement weather on the Day of Caring.
- There is no rain date. Agencies that are planning outdoor projects should have an alternate indoor project or projects in case of inclement weather, e.g. cleaning, rearranging heavy furniture, straightening out storage rooms, etc.
- On the actual Day of Caring, it is the responsibility of the agency representative and volunteer team leader(s) to communicate directly with each other regarding any changes in plans.

## Project Applications

- Project applications are available on the United Way website located at:  
[www.unitedwaywashcounty.org](http://www.unitedwaywashcounty.org)

## Project Planning Guidelines

Day of Caring is an incredible opportunity to tackle large and small projects at your agency that otherwise may not get accomplished. Given the unique service opportunity, try to plan creative, worthwhile projects that volunteers will enjoy and that will make an impact on the services you provide. Involve your entire organization in suggesting/planning projects.

Below are some guidelines to better help you plan. The answers you give to these questions will help you assess the appropriateness and scale of your Day of Caring projects, and will help the volunteers better respond to your needs.

## Project Assessment Criteria: Questions to Ask

- Can the project be substantially completed on the Day of Caring in the allotted working time with non-professional workers, allowing time for setup, break down, and agency briefing?
- Is the size and complexity of the project appropriate? (Consider the volunteers' skills and allotted time)
- How many volunteers are required to complete the project? (Take into account space limitations) (Estimated number is \_\_\_\_ based upon prior year.)
- Does the project require specific skill levels? (Would you need an electrician or skilled carpenter?)
- What is the need vs. availability of tools and equipment, including those provided by the agency and by the volunteers? What tools can you provide, and what tools do you need the volunteers to provide?
- Is the project too hazardous for volunteers? Does the work require climbing a ladder longer than 24 feet? Is an outdoor work area close to a heavily trafficked street without protective barriers? Is there a potential fire hazard, such as the use of a propane torch? (Consider potential liability exposure.)
- Will agency clients be present? Are young children or elderly persons likely to be around the work area, while the work is in progress? Does the performance of work need to be coordinated with the clients' schedules?
- Can the agency provide someone to organize and/or oversee the work being performed? Each agency is required to designate at least one point of contact for each Day of Caring project. Although the designated person need not be in the immediate presence of the volunteers for the duration of the project, they do need to be available at all times. Larger projects may require more than one point of contact.
- Does the agency have the ability to accomplish the necessary preparatory work in advance of Day of Caring (e.g., purchasing supplies/materials, prepping walls for painting, obtaining building permits)?
- Are there smaller projects for volunteers, if they finish the main project early?
- What plans do you have in case of inclement weather?

**NOTE: All nonprofit and residential projects must be completed on the Day of Caring unless an exception is granted by the DOC Steering Committee or staff, as appropriate.**

## **ATTACHMENTS**

## ATTACHMENT 1: DAY OF CARING SAFETY PLANNING

TASK	POTENTIAL HAZARDS	SAFETY PLAN
Landscaping	Foot (cut, abrasions) Hands (cut, abrasions) Legs (cut, abrasions) Sunburn Bug bites Poison Ivy	Boots, closed-toe shoes Work gloves Long pants Wear Sunscreen Bring Bug Spray Long sleeves,/pants, gloves
Clearing Trails	Foot (cut, abrasions) Hands (cut, abrasions) Legs (cut, abrasions) Sunburn Bug bites Poison Ivy	Boots, closed-toe shoes Work gloves Long pants Wear Sunscreen Bring Bug Spray Long sleeves,/pants, gloves
Painting	Eyes Hands	Safety glasses Gloves, latex or work
Ladder Use	Falling	Never step above top rung No higher than 24 feet Never reach past arm length No leaning Secure bottom of ladder
Carpentry / Renovation	Eyes Foot Hands	Safety glasses Hard-toed boot Gloves

**NOTE: No volunteer is permitted to use heavy equipment / machinery. They must be handled by qualified and trained operators only.**

### General Safety Guidelines

- Please do everything you can to help ensure that the Day of Caring is both a **rewarding** and **safe** experience for everyone involved.
- All parties involved will be informed of the Safety Plan
- It is recommended that a First Aid Kit be available at every project site.
  - Nonprofit organizations will be responsible for providing First Aid Kits at their Project Sites.
  - Availability of First Aid Kits at residential sites will be determined on a case by case basis; either the Kit will be provided by the volunteer team or by DOC.
- Emergency contact information (e.g., contact name and phone number, allergies, dietary concerns) will be collected for all volunteers. This information will be provided to team leaders.
- The agency / worksite is responsible for reporting an incident to the appropriate contact(s). All incidents must also be reported to Day of Caring Staff, Kathy Saxman. See page \_\_\_\_ for contact information.
- Team Leaders / Businesses are responsible for handling internal incident reports for their teams. All incidents must also be reported to Day of Caring Staff, Kathy Saxman. See page \_\_\_\_ for contact information.

**Some actions to think about if an accident does happen include:**

- Stay calm.
- Have all of the other volunteers stop working if there is any reason to believe that the work is unsafe, or if the volunteers simply cannot focus sufficiently on the project's task. Be sensitive to the mood and needs of the volunteers. You may want to designate someone else as the person to oversee the other volunteers so that you can focus on the injured volunteer.
- The Volunteer Team Coordinator will most likely take the lead role since they will know the individual. If they are not on the scene, find them immediately. Be sure you have all relevant cell phone numbers.
- Determine the seriousness of the accident and if there is a need for medical attention. If yes, dial 911. You may also want to offer to call a friend or family member of the injured person.

***Please call the United Way DOC Hotline Number 301.739.8200 to report any medical situations.***

### **Liability and Release Forms**

Everyone participating in a Day of Caring project must sign the Liability and Release Form prior to beginning any work. This includes agency/school staff as well as all volunteers. If you do not have a Liability Release Form for an individual – that individual is not permitted to participate in the Day of Caring. We recommend that you keep a few blank forms with you onsite, in case you need them.

## ATTACHMENT 2: PROJECT IDEAS

### Outdoor Maintenance and Preservation:

**Paint** murals on the inside and outside walls of an organization ♦ **Plant** a garden ♦ **Construct** or paint picnic tables/park benches ♦ Repair and **clean a camp or play area** for children ♦ Clean and paint **fences** ♦ **Remove litter** from a beach, trail, neighborhood, etc. ♦ Build a **deck** or **patio** ♦ Plan a **yard clean-up**: weeding, planting, raking, mulching, pruning shrubs, etc. ♦ Spruce-up a **playground** ♦ Develop a **nature trail**

### Restoration/Repair Work:

**Paint** the inside or outside of a building ♦ **Wash** windows, carpets, walls, toys ♦ Clean and **tune-up** transport vans or buses ♦ Construct a **play gym** for children ♦ **Build a coat rack** at a shelter or childcare center ♦ Build a **storage shed** for recreational equipment ♦ **Rehabilitate** a group home ♦ Construct an **accessibility ramp** ♦ Sort and **repair** toys and equipment

### Special Events:

Plan a **“fun day”** for residents at a nursing home: games, singing, fingernail painting, hair styling, etc. ♦ Plan and accompany clients on a **field trip** ♦ Organize a **mini-Olympics** for clients ♦ Put on a **talent show** or slide show for clients at a senior center ♦ Play games or **read stories** with children at a childcare center ♦ Plan and staff a **cookout**, picnic, “theme” party or ice cream social for clients ♦ Help clients with **classes** in needlepoint, crocheting, pottery, or other crafts ♦ Accompany a youth group on a **day hike or outdoor field trip** ♦ Assist clients with **grocery shopping** ♦ Visit and **deliver meals** to homebound clients ♦ Help **teach independent living skills** such as cooking and shopping to mentally challenged clients ♦ Help conduct a **training session** for clients in teamwork, problem solving, etc. ♦ Organize a **flea market** for clients in a residential facility ♦ Present a **puppet show** to children ♦ Work at a local **soup kitchen** or homeless shelter ♦ Electronically **network** organization’s locations ♦ Do library or internet **research** for grant sources ♦ Help clean and organize a local food pantry

### Support Agency Operation:

Distribute organizational **brochures** to various locations ♦ **Inventory** educational supplies ♦ **Organize** storage closets ♦ Change batteries in **emergency response units** in group homes ♦ Wash and **clean** CPR mannequins ♦ Develop a **videotape or slide show presentation** of the organization to promote its mission and services ♦ Catalog and **sort books** in a library ♦ Walk and **feed animals** and clean cages at the local humane society ♦ Create an **art room** for a youth center

### “Portable projects” for those who can’t leave the office:

Set up a drive to **collect needed items** for clients ♦ Fold, stuff and address for a **bulk mailing** ♦ Assist with **website** development ♦ Do **data entry** ♦ Prepare **emergency medical kits** for clients ♦ Conduct a **telephone survey** ♦ Design a **brochure**

.....**BE CREATIVE**.....

## ATTACHMENT 3: Application Forms

- Nonprofit
- Residential
- Volunteer

PLEASE NOTE:

**ALL APPLICATIONS  
MUST BE SUBMITTED ONLINE.**

Applications are available at:

[www.unitedwaywashcounty.org](http://www.unitedwaywashcounty.org)





### **SAMPLE Nonprofit Project Application**

Please complete this application and return it by **July 8, 2016** to the email address listed below. Provide as much work detail regarding the project(s) as possible. The scope of work for the project(s) should be able to be completed by a team within 7-8 hours. Any questions, please contact Kathy Saxman at 301-739-8200 ext. 15. Attach additional sheet(s) of paper if required.

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address of Project(s):** \_\_\_\_\_

**PROJECT(S) DESCRIPTION:** Please provide projects that can be completed by a team within 7-8 hours. If able to provide more than 3 projects, please provide additional project information on an attached sheet of paper.

**Project #1:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated No. of Hours to Complete:** \_\_\_\_\_ **Estimated No. of Volunteers Needed:** \_\_\_\_\_

**Project #2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated No. of Hours to Complete:** \_\_\_\_\_ **Estimated No. of Volunteers Needed:** \_\_\_\_\_

**Project #3:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated No. of Hours to Complete:** \_\_\_\_\_ **Estimated No. of Volunteers Needed:** \_\_\_\_\_

**Total No. Volunteers for All Projects:** \_\_\_\_\_

List any special skills required to complete any projects: *(Please check all that apply)*

- ☐ Carpentry                      ☐ Landscaping                      ☐ Flooring                      ☐ Electrician  
☐ Plumbing                      ☐ Drywall installation                      ☐ Painting - Construction related  
☐ Organizing an activity for children or adults                      ☐ Artistic or design related painting

List equipment/materials/supplies for the project(s) that the agency will **NOT** be able to provide:

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Will the agency be providing lunch for the volunteers?    Yes    No

Is there adequate on-site parking for volunteers?    Yes    No

If No, is there an alternate parking area?    Yes    No    Location: \_\_\_\_\_

Any additional information/comments:

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Please provide the number of T-shirt sizes required by size for all of your staff who will be participating in the Day of Caring:

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X-Large \_\_\_\_\_ XX-Large \_\_\_\_\_ XXX-Large \_\_\_\_\_

Please provide any additional information and/or comments regarding requested projects:

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If you have any questions, contact: Kathy Saxman, Director of Community Impact & Investments

[ksaxman@unitedwaywashcounty.org](mailto:ksaxman@unitedwaywashcounty.org)

United Way of Washington County

33 W. Franklin Street, Suite 203

Hagerstown, Maryland 21740

Phone: (301) 739-8200 x15



***Please complete and submit ASAP!***  
**Deadline for all Volunteer Forms: July 17, 2015.**

## **2015 DAY OF CARING**

### **United Way of Washington County, MD**

#### **SAMPLE Team Participation Form** **(PLEASE ATTACH ADDITIONAL SHEETS, IF REQUIRED)**

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Team Leader: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Will "Team Leader" be able to visit the project site to assess scope of project and supplies needed? (More details as to Team Leader responsibilities will be provided.) Yes No

If Lunch is NOT PROVIDED by your Project site, does your Team want Chick fil-A or will you provide lunch for your Team? Please Check one: \_\_\_\_\_ Chick fil-A \_\_\_\_\_ TEAM Provided Lunch

If you prefer a Chick fil-A Lunch, please provide contact information, so that First Data Staff will be able to contact you about the lunch delivery.

NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

List any preference to type of projects (e.g., painting, tree trimming, clearing brush, window washing, outdoor vs. indoor), specific project site preferences, or other special comments?

**List any special skills that your team can offer the DOC Projects:** *(Please provide number of team members for each skill set that applies)*

\_\_\_\_ Carpentry      \_\_\_\_ Landscaping      \_\_\_\_ Flooring      \_\_\_\_ Electrician  
\_\_\_\_ Plumbing      \_\_\_\_ Drywall installation      \_\_\_\_ Painting - Construction related  
\_\_\_\_ Organizing an activity for children or adults      \_\_\_\_ Artistic or design related painting  
\_\_\_\_ Other, specify: \_\_\_\_\_

**Projected number of volunteers:** \_\_\_\_\_

**If you have any questions, contact:** Kathy Saxman, Director of Community Impact & Investments  
[ksaxman@unitedwaywashcounty.org](mailto:ksaxman@unitedwaywashcounty.org)

33 W. Franklin St., Ste. 203  
Hagerstown, MD 21740

Phone: (301) 739-8200 x15  
Fax: (301) 797-2293



United Way  
of Washington County, MD

## 2016 Day of Caring - Residential United Way of Washington County, MD

### **SAMPLE** RESIDENTIAL PROJECT REQUEST

<p>An eligible applicant must be a Washington Co. resident, own the home to be worked on and be:</p> <ul style="list-style-type: none"><li>❖ 55 or over; OR</li><li>❖ Disabled; OR</li><li>❖ Low-income</li></ul>	<p>Full Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>_____</p>
<p><b>Priority projects will be those focused on safety: fall prevention, accessibility and fire safety.</b></p> <p><b>Examples include:</b></p> <ul style="list-style-type: none"><li>❖ Stair repair</li><li>❖ Grab bar and handrail installation</li><li>❖ Installing adequate lighting</li><li>❖ Re-arranging shelves and cupboards</li><li>❖ Cleaning debris and clutter</li><li>❖ Cleaning ovens</li><li>❖ Smoke detector checks</li></ul> <p><i>Other tasks may be considered</i></p>	<p>I <u>own</u> the property where I'm requesting work to be done and can provide proof, upon request, of this ownership:</p> <p>Yes</p> <p>No (if you check "no" your house is <u>not</u> eligible.)</p> <p>Date of Birth: _____</p>

**Please describe the work that you would like to have done at your home:**  
**\*\*All projects must be able to be completed in one day\*\***

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

I understand that the submission of this request form does not guarantee that my house will be selected for the Day

**Deadline for all Project Requests: July 8, 2016.**

If you have any questions, contact: Kathy Saxman, Director of Community Impact & Investments

Kathy C. Saxman  
United Way of Washington County  
33 W. Franklin Street, Suite 203  
Hagerstown, Maryland 21740

Telephone: 301.739.8200 X15  
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[ksaxman@unitedwaywashcounty.org](mailto:ksaxman@unitedwaywashcounty.org)