

United Way of Washington County, MD
DAY  **OF CARING**
Information Guide

United Way of Washington County, MD
83 W. Washington Street, Suite 101
Hagerstown, MD 21740

About the United Way's Day of Caring

The Day of Caring is the single largest 1-day community service effort in Washington County, MD. With the help from local sponsors and businesses, as well as the mobilization of hundreds of local volunteers, our community rallies together to create positive change. United Way facilitates Day of Caring projects that are designed to serve our community's most vulnerable residents including the elderly, disabled, low-income, and military veterans at no cost to them.

In addition to residential projects, many local nonprofit organizations benefit from this event which allows them to continue focusing on serving the needs of Washington County. Our residents and nonprofit organizations need our help to make their locations safer and more comfortable for residents or clients they serve.

Day of Caring projects involve a variety of services and may include minor home safety repairs to painting, cleaning, landscaping, gardening, and more!

Contact Information

For questions prior to the Day of Caring, please contact:

Jocelyn Hauer

Director of Community Impact & Investments

Office Phone: 301.739.8200 x 103

Mobile Phone: 240.203.3435

Email: jhauer@uwwcmd.org

Project Selection

Through a rigorous matching process, we select projects that align with team skills and tools. We do our best to accommodate both team interests and project needs. Team leaders will be contacted between July 16th and August 22nd with information about their assigned project site in order to properly prepare.

We strive to ensure that our homeowners and nonprofits don't spend a dime on their projects. If you feel inspired to sponsor all or a portion of a project, please either reach out to our United Way contact to coordinate the perfect site appropriate to your gift, or make a payment [here](#) and select "Day of Caring" under the Donor Designation category. Please also describe that you'd like to sponsor a project in the text field below it.

Project Planning

Team Leaders will receive a Site Visit Information Form by **August 22nd**, with a description of the property and scope of the project work (with pictures). The project team must coordinate who will be supplying the necessary tools, allocate team responsibilities, and review any safety tips. Additionally, the team must determine bathroom locations and parking arrangements.

Project Timeframes

All projects are anticipated to be finished within one day, or approximately 6-7 hours. In extenuating circumstances, projects can be shorter or longer. Team Leaders must call the United Way contact to determine next steps if either is the case. Longer projects will require follow up arrangements and teams with shorter projects may be reassigned to other sites to further assist.

Reimbursements & Donations

If a team needs to purchase site tools, a reimbursement request must be submitted to United Way for approval. Once approved, Team Leaders must complete a [Reimbursement Form](#) and attach all associated receipts to the request form. We encourage the donation of supplies. Any donated supplies and their values must also be logged via the [In-Kind Donation Form](#) to help us accurately measure the impact of the day and send tax letters.

All reimbursement requests and in-kind donation forms must be submitted no later than **Friday, September 24th**.

Event Kickoff

Stay tuned for more information on the Day of Caring Kickoff to be updated shortly!

Lunch Plan

Lunch is provided by United Way and is optional. Note - Some nonprofit organization site locations may be providing lunch for teams. Your team should have already identified if you are receiving lunch from your nonprofit site—or, if you need the lunch provided by United Way (on [Volunteer Request Form](#)).

A typical provided lunch includes:

- 1 bottle of water
- 1-2 snacks
- 1 piece of fruit (apple/orange/banana)
- 1 Chick-Fil-A sandwich (or vegetarian option)

Provided lunches will be delivered to your site on the day of the event. If for some reason your team will not be at the designated site during that time frame, the United Way contact must be notified *immediately*. This situation may occur if your team has finished the original project early and has either been reassigned to another site or has chosen to depart.

Waste Removal

Waste can accumulate at some project sites. Branches, weeds, debris, and other garbage may need to be discarded off-site. United Way has an agreement with the Washington County Solid Waste Department (landfill) so that volunteers may dispose of waste at that location: 12630 Earth Care Road Hagerstown, MD 21740. Volunteers must present this [Waste Voucher](#)

upon entry to the landfill to confirm the purpose of drop off. *The voucher is only valid on September 16, 2021.*

In addition, we do have a limited number of trucks that will be picking up waste from project sites should the project team be unable to dispose of it at the landfill. Please notify United Way in advance if you need to schedule a pickup.

Day of Caring After Hours

Stay tuned for more exciting information about unwinding after project completion.

Caring & Sharing!

All Day of Caring participants are encouraged to share team and project photos via social media. Please tag or mention us and include the hashtags:

UWWCDayofCaring
DayofCaring2021

Find us at:

[Facebook](#): @UnitedWayWashCounty

[Instagram](#): @unitedwaywashcomd

[Twitter](#): @UWWashCo

[LinkedIn](#): United Way of Washington County, MD

After the Event

Additionally, participants are invited to provide feedback for continuous improvement by submitting these forms:

1. **Team Leader Evaluation Form**
2. **Post-Project Evaluation/Reflection**

These forms will be available for completion shortly. All feedback forms must be submitted no later than **Friday, September 24th**.

Inclement Weather Options

Each nonprofit agency, school, or residential homeowner is responsible for making its own arrangements in case of inclement weather. Day of Caring is not cancelled due to bad weather, but you may need to make project changes during the day or reschedule with the homeowner or nonprofit organization.

Due to COVID-19 precautions, all residential project sites must remain outside and will need to be rescheduled. Some nonprofit project sites are able to be modified, so consider alternate assistance.

Options include:

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

Most importantly, **COMMUNICATE** with the United Way contact and all volunteers about these plans before the actual day, so the contingency arrangement is understood.