WELCOME TO THE 28th ANNUAL DAY OF CARING TEAM LEADER TRAINING

FRIDAY SEPTEMBER 6TH, 2019
Thank you to our sponsors!

United Way of Washington County
UnitedWayWashCounty.org

Michael G. Callas
Charitable Trust

God’s Grace Fund

Hagerstown
Community College

Housing Authority
City of Hagerstown

Columbia Gas of Maryland
A NiSource Company

Chick-fil-A

Holcim

Live 96.7

The Grand Piano Ballroom

Herald-Mail Media

Local DVM.com

Patriot

Federal Credit Union
Thank YOU to our Volunteers!
YOU ARE MAKING HISTORY!

2019 Day of Caring Stats:

Volunteers: 1753
Teams: 57
Projects: 146
Residents: 69
Nonprofits: 46

Impact Value
$356,630.32
CONTACT INFO

Allison Dillow
Director of Marketing & Engagement

Phone: 301.739.8200 x 104
Cell: 540.664.1861
adillow@unitedwaywashcounty.org

Day of Caring Hotline: 301.739.8200

EMERGENCY: 540.664.1861
Happenings:

KICKOFF EVENT
SEPTEMBER 19, 2019

DOORS OPEN AT 7:00 A.M.
HAGERSTOWN COMMUNITY COLLEGE, ARCC

• All are invited, but please RSVP by September 15th
• Be sure to wear your Day of Caring t-shirt!
• Chance to win $500 just for attending!

www.unitedwaywashcounty.org/day-caring-kickoff-2019
Happenings:

FREE Community Health Fair

SEPTEMBER 19, 2019

4:30 PM – 7 PM

FAMILY HEALTHCARE OF HAGERSTOWN

• FREE for all to attend
• Games, prizes, health screenings, cooking demos, food, etc.
Happenings:

AFTER PARTY!
SEPTEMBER 19, 2019
5 PM – 8 PM
GRAND PIANO BALLROOM

• All volunteers are invited, please RSVP by Sept 16th
• Come as you are - dirty, sweaty, filthy messes
• FREE drinks, appetizers and a cash bar

www.unitedwaywashcounty.org/day-caring-after-party
TEAM LEADERS = HUGE RESPONSIBILITY
WHAT’S MY ROLE?!

WHAT CAN YOU DO TO HELP MAKE DAY OF CARING A SUCCESS?

• Engage your team and keep them informed (those weekly emails are intended for your whole team, not just you)

• Encourage attendance at the breakfast

What’s so bad about a free breakfast, the chance of winning $500 and pet therapy?

• Selfie Queen?? We know you are! Take pictures and share with our committee, social media tag with #DayofCaring2019 #washcodayofcaring #uwwcdayofcaring

• HAVE FUN!!!!

Yes, we want you to have fun too!
MORE COOL STUFF

Remember this one:

• Selfie Queen?? We know you are! Take pictures and share with our committee, social media tag with
  #DayofCaring2019 #washcodayofcaring #uwwcdayofcaring

We will be sharing all the photos from Day of Caring and voting on the best photo from the day. Are you game?
Winner receives the fame, bragging rights and a super awesome Be The One Swag Bag!

Submit your entries either by text or email
Adillow@uwwcmd.org or 540.644.1861
LUNCH
One of the best parts of the day!
Chick-Fil-A will be providing cool chicken wraps to be coupled with a snack, a fruit and bottled water.

• We recommend that Team Leaders have coolers on hand to store food and drinks during the day
• Team Leaders will be given an assigned location to pickup lunch prior to Day of Caring (please make sure you have this location prior to Day of Caring)
• Please make sure you are available to pickup lunch or have assigned someone this responsibility for each team.
• Some teams will be split up, depending on size and assigned different projects. Make sure you have a team lead for each site.
Starting off on the right foot

Policies & Procedures

Your Role - assistance with project planning

Rain or Shine – what is your plan if it rains?

Connect with project contact prior to Day of Caring

Gather necessary supplies and equipment, cooler, hygiene items: sanitizer/wipes

Establish and communicate a game plan with your team

This is your chance to learn about the resident or nonprofit and for them to learn about you and your company. Take a few minutes at the beginning to introduce you and your team and familiarize everyone with the project scope.

Ensure everyone is aware of safety guidelines

Waivers must be signed by all volunteers prior to Day of Caring!
Safety First....

SAFETY PRECAUTIONS

Height – No work on ladders higher than 24’

Heavy equipment/machinery handled by qualified and trained operators only  NOT Volunteers
SITE VISITS

Review the site visit info sheet provided

Call or e-mail your project contact

- Discuss tasks that need to be completed to make sure that you understand the scope of the project.
- Schedule a Project Site Visit if necessary.

Visit the job site to determine further details and supplies needed.

Site visits to be completed by September 15th

If you are unable to connect or arrange a visit, please contact United Way as soon as possible so a representative can communicate to the site contact that someone is assigned to their project and will be showing up to complete the project.
HUNT & GATHER

Do you have materials or supplies that can be used for your project? If so, gather what can be used.

Is your agency able to help with the purchase of supplies and materials?

Can you solicit in-kind donations for what's needed?

Submit budget for approval to Allison along with Gift Card request or Cash Reimbursement Request. This needs to be done by 9/15.

Gift cards will be delivered or can be picked up from 9/15-9/18. Cash Reimbursements must be submitted by 10/16 along with receipts.

For all materials, supplies or equipment that the nonprofit or resident cannot provide, please purchase at Lowe’s using the discount and tax-exempt coupon.
LET’S GO SHOPPING

PROJECT BUDGET
Prior to submitting:
• a request for GIFT CARDS to purchase needed supplies or
• a request for a reimbursement of monies spent on supplies

Team Leaders MUST submit a PROJECT BUDGET. By doing so, you will be helping United Way to better plan the entire Day of Caring Budget and ensure that monies are distributed fairly to all projects.

PROJECT BUDGET PRE-APPROVALS
Budgets Due September 15!
GET THOSE FORMS IN

PROJECT BUDGET
Day of Caring: September 19, 2019
Please submit by September 15, 2019

Team: ________________________

Team Leader: ________________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Cost per Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Cans</td>
<td>Latex White Paint</td>
<td>20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>3 Rolls</td>
<td>Viva Paper Towels</td>
<td>2.40</td>
<td>4.80</td>
</tr>
</tbody>
</table>

Total Project Cost 44.80

2019 DAY OF CARING EXPENSE REQUEST FORM

Gift Card Request
*Please submit request between September 6 - 15

Name: ________________________
Team: ________________________

I am requesting a gift card in the amount of ________________________

PLEASE NOTE: The used gift card must be returned to the United Way office together with the receipt from the purchase(s).

Reimbursement Request

Receipts and request for reimbursement must be submitted no later than October 16.

Name: ________________________
Team: ________________________

I will be purchasing supplies for which I will request reimbursement. The estimated cost of these supplies is ________________________

Allison Dillow
Phone: (301) 739-8200 x104
Fax: (301) 739-6290
dillow@unitedwaywashcounty.org
(301) 739-8200

SUBMIT ONE OF THESE FORMS WITH YOUR BUDGET APPROVAL

• a request for GIFT CARDS to purchase needed supplies or
• a request for a reimbursement of monies spent on supplies
Supplies to be purchased by Gift Card
• Fill out the Expense Request Form and submit to Allison Dillow at 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 it is your responsibility to reimburse United Way for any remaining dollars. In either case, a receipt must be submitted after 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. 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.
**GET THOSE FORMS IN**

**KEEP YOUR RECEIPTS and turn in by Oct 16th**

**GIFT CARD RECEIPT**

**Day of Caring – October 9, 2014**

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>Card No. __________________________</th>
</tr>
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<tbody>
<tr>
<td>Date: ________________</td>
<td>Signature: ________________________</td>
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</tbody>
</table>

I received a gift card(s) from United Way in the amount of $ _____ to be used for the purpose of Day of Caring Project expenses. The card(s) and all associated receipts must be turned into the United Way office no later than October 16.

I ____________________________ received a gift card(s) from United Way in the amount of $ _____ to be used for the purpose of Day of Caring Project expenses. The card(s) and all associated receipts must be turned into the United Way office no later than October 16.

**Signature**

**DESCRIPTION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
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<tr>
<td>____________</td>
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**REIMBURSEMENTS: SUBMIT BY OCT, 16th**

**CASH REIMBURSEMENTS**

**Day of Caring – October 9, 2014**

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
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<tr>
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<td>Signature: ________________________</td>
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Please complete this form with the purchases itemized on your receipt. Include the store name and dollar amount, and a total at the bottom.

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</table>

**Signature**

**REIMBURSEMENTS:**

**SUBMIT BY OCT, 16th**

United Way of Washington County Maryland, Inc.
33 W Washington St #203
Hagerstown, MD 21740

Thank you for Living United!
LET’S KEEP IT AT A MINIMUM

PROJECT COSTS

• Residential and larger, more involved nonprofit project costs are estimated by our contractors
  • If the total you calculate is higher than the amount listed on the Site Visit Information Sheet, you must call Allison Dillow at United Way to discuss.
  • Tasks may need to be prioritized to help reduce the cost because our total DOC budget is limited.

Lowe’s has given us 10% off towards the purchase of supplies materials on Day of Caring
MAKE IT OFFICIAL

Release and Waiver of Liability must be signed and turned in prior to September 19th to participate. EVERY VOLUNTEER MUST SIGN AND TURN WAIVERS IN TO PARTICIPATE ON DAY OF CARING!

NO EXCEPTIONS
DAY OF CARING: RECAP

• ATTEND KICKOFF @ HCC
• INTRODUCE TEAM TO NONPROFIT or RESIDENT, understand your IMPACT to this nonprofit or person!
  • Orient team to project scope, bathrooms, review safety tips
• All Teams are to report to their worksites between 8:00 – 9:00 a.m.
  • TAKE PHOTOS:

    Before and After, volunteers working, group shots. Don’t forget about photo contest. Text pics throughout the day to 540.664.1861 so that they can be posted and shared. Email photos to adillow@uwwcmd.org after so they can be shared!

    Feel free to post and tag with #DayofCaring2019 #uwwcdayofcaring
• When the work is completed, recognize everyone who helped make it a success.
DEADLINES

Visit Project Site
• September 6, 2019 – September 15, 2019

Submit Budgets, Gift Card Requests and Expense Request Forms
• September 15, 2019

Turn in signed Liability Waivers
• By September 18, 2018

Post-Event Survey (will be emailed to you)
• October 5, 2019

Receipts and any other reimbursements
• October 16, 2019
2019 DAY OF CARING
8TH ANNUAL BOOK DRIVE
Collecting new & gently used books for children ages birth - 11
Now through September 12th
For more info or to host a collection site, visit: bit.ly/washcobookdrive

The Community Book Drive is a partnership of the United Way of Washington County, MD, Hagerstown Rotary Club and Hagerstown Area Religious Council (HARC). For more info or to host a collection site, please contact Kathy Powderly at kathy.harc@gmail.com or 301.442.4272 or Terri Gwizdala at gwitzy2000@gmail.com.
28th Annual Day of Caring
Personal Caring Drive

A collection drive of basic hygiene items to promote a healthy lifestyle.

Toothbruses
Toothpaste
Deodorant
Shampoo
Conditioner
Body Wash
Bar Soap
Hand Soap
Shavers
Toilet Paper

Feminine Hygiene Products

Collection Dates
August 12 - September 16

Participate or Volunteer on Day of Caring by hosting a collection site!

For more info or to find drop-off locations visit:
bit.ly/personalcaredrive
301.739.8200 x 104
WASHINGTON COUNTY
2019 HEALTHY FAMILIES FESTIVAL
A Community Health Fair

Thursday September 19, 2019
201 South Cleveland Avenue, Hagerstown
4:30pm - 7pm

Prizes and Giveaways!
Health Screenings!
Health Education!
Cooking Demos!
Fun Activities for All Ages!
Food!

A FREE Community Event!

For information contact:
Laura Wilson
301.745.3777 x 1077

Sponsored By:
United Way of Washington County
UnitedWayWashCounty.org
FREE CAT ADOPTION DAY!

Together in partnership and in conjunction with Day of Caring, Humane Society of Washington County and United Way of Washington County, MD are announcing that the fees to adopt a cat, on September 19th, 2019 will be waived! This offer applies to any Washington County resident who is 55 years of age or older!
PROJECT ASSIGNMENTS