



## **Volunteer Training**

# What is the Day of Caring?

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. Many nonprofit organizations are also supported through this event which allows them to continue focusing on serving the needs of Washington County. Day of Caring projects aim to improve the safety, mobility, access, organization, cleanliness, maintenance, and beautification of residential and nonprofit properties.

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# THANK YOU!



# 2021 Results

## VOLUNTEERS



817  
TOTAL

3,741  
HOURS

**\$106,768\***  
TOTAL VALUE OF  
VOLUNTEER TIME

\*28.54 per hour according to  
independentsector.org

## PROJECTS



85  
TOTAL

30  
NONPROFIT

55  
RESIDENTIAL

43  
ORGANIZATIONAL  
TEAMS

## HEALTH FAIR



325  
VISITORS

39  
PARTICIPATING  
ORGANIZATIONS

45  
HEALTH  
SCREENINGS

## COLLECTION DRIVES



13,300  
BOOKS  
COLLECTED

295  
PERSONAL CARE  
KITS PACKED

**\$3,500**  
VALUE OF  
BABY SUPPLIES  
DONATED

## SENIOR SUPPORT



1,702  
SENIORS SERVED

1,165  
SNACKS

438  
MISC. GIFTS

181  
PET VISITS

54  
LIVE MUSIC

# Project Selection

- Project matching is based on:
    - The skills submitted via the Volunteer Request Form
    - The volunteer quantity estimates via the Volunteer Request Form & waivers received
    - Projects completed in the past
  - Everyone should be sent access to view their projects by 8/26
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# Project Planning



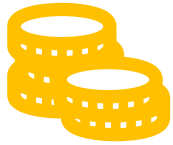
- Team Leaders will be shared a Project Folder containing:
    1. Site Visit Information Form
      - Description of the property
      - Cost estimate
      - Scope of the project (volunteers, time, skills needed)
    2. Property Pictures
  - The Team Leader and crew must coordinate:
    - Who will be supplying/purchasing the necessary tools?
    - Who is doing what (responsibilities)?
    - Review any safety tips
    - Coordinate parking and bathroom arrangements with resident/nonprofit contact
  - Projects should take no more than a day to complete
    - Extenuating circumstances may create longer or shorter projects
    - If either is the case, may plan for additional assistance, choose to pick another location, or assist on a second site (if shorter)
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# Project Costs

- Are estimated/suggested on Site Forms
    - Team members may already have some items on hand or via their workplace
    - Do a thorough inventory across team members before making purchases
  - Options to proceed:
    - In-kind donation
    - Submit for reimbursement
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# In-Kind Donations



We encourage the donation of basic supplies towards projects



Donated items must be reported

Use the In-Kind Donation Form, available [HERE](#)



Reimbursement of major project supplies is an option





# Reimbursement



Purchased items can be submitted for reimbursement as soon as possible

Do not need to wait until after event

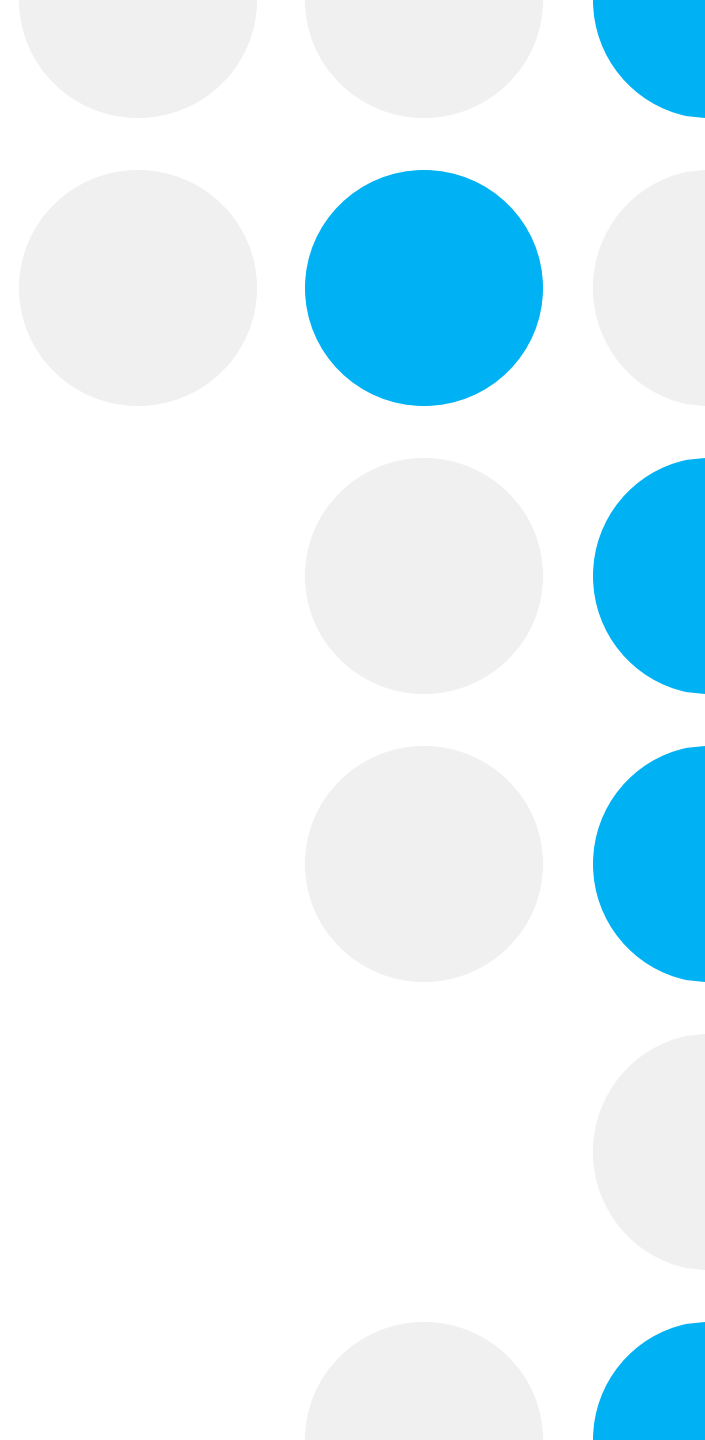
Reimbursement forms are found [HERE](#)



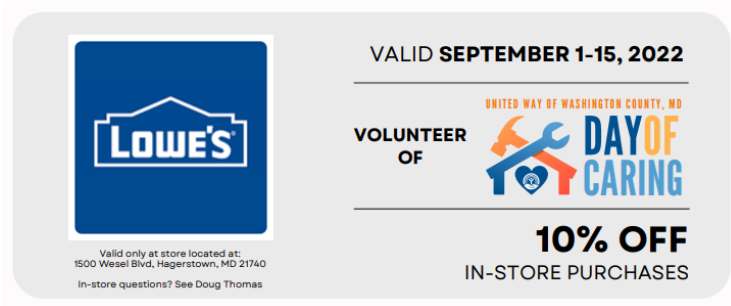
All reimbursement requests must:

Include receipts

Be submitted by 9/23/22



# Purchasing Supplies



- Lowe's Day of Caring Coupon ([HERE](#))
  - Valid 9/1-9/15, only at Wesel Blvd. location
  - 10% off in-store purchases only



- Habitat for Humanity ReStore Voucher ([HERE](#))
    - Valid 9/1-9/15, only at Charles St. location
    - Present for complete cost coverage for small tools/supplies
    - \$1,000 on account
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# Pre-Event Checklist



## Reach out

Reach out to resident/NP for introduction & Visit

- Call first, then schedule visit (leader)



## Discuss

Discuss contingency plans for rain

- Is there another date to reschedule?
- What is reasonable for both the team and the recipient?



## Take

Take inventory

- Review items resident or NP has for project completion
- Determine items team has for project completion



## Purchase

Purchase remaining items

- Can submit reimbursement forms to UWWC immediately
- Do not have to wait until after event day



## Check

Waivers!

All volunteers must have one signed before starting work

# Kickoff Breakfast

- **RSVP by 3:00 pm on 9/2/2022**
- **Location:** Hagerstown Community College, The Athletic, Recreation, and Community Center (ARCC)
- **Parking:** 11400 Robinwood Drive, Hagerstown, MD 21740, Lot L
- **Setup Time:** 6:00 am
- **Kickoff Start Time:** 7:00 am
- **Kickoff End Time:** 8:00 am
- **Campus Map:** [HERE](#)



**Note: Personal Care and Baby Drive items gladly received at event!**

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# Lunch

- Lunch is provided by United Way and is *optional*.
- A typical provided lunch includes:
  - 1 bottle of water
  - 1-2 snacks
  - 1 apple
  - 1 Chick-Fil-A sandwich (or vegetarian option)
- Lunches are delivered to your site on the day of the event.
- Your team should have already identified if you are receiving a UWWC lunch
- Some nonprofit site locations may be providing lunch to teams
  - When you dialogue with your point of contact at the project site, they will let you know if they intend to do this for you
  - If that is the case, let us know you no longer need delivery to your location



# Caring and Sharing



All Day of Caring participants are encouraged to share team and project photos via social media

- Team photos
- Before and after project photos
- Residents or nonprofit staff (with permission)

Photos can be dropped into the Day of Caring Community Photo Album in real time at the link [HERE](#)

- Post and visit throughout the day!

Find us on:

- Facebook: @UnitedWayWashCounty
- Instagram: @unitedwaywashcomd
- LinkedIn: United Way of Washington County, MD

Social hashtags: #UWWCDayofCaring or #DayofCaring2022

# Waste Removal

United Way has an agreement with the Washington County Solid Waste Department (landfill) and with JDog Junk Removal:

- Volunteers may dispose of waste at 12630 Earth Care Road Hagerstown, MD 21740
  - Present a [Waste Voucher](#) for drop off
  - Valid from September 15-17, 2022
- If volunteers cannot dispose of the waste at their site, UWWC must be contacted either in advance or as soon as realized:
  - JDog and UWWC will compile all sites requiring waste pick up and will either immediately come to remove waste or will schedule a time to pick up



# After the Event

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

1. [Team Leader Feedback Form](#)
2. [Reimbursement Form](#) (optional, if-needed)
3. [In-Kind Donation Form](#) (optional, if-needed)

All feedback forms must be submitted no later than **Friday, September 23rd.**

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# Inclement Weather

- Day of Caring is Rain or Shine
  - Residents and Nonprofits depend on you for assistance
    - Please make alternate arrangements with them in the event rain prevents your project from being executed
  - If possible, have a secondary date in mind
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# Before You Leave The Site



**Take your signs!**



**Let the resident know**



**Let the waste removal contact know (if relevant)**



**Let the photographer know**

Check the chart – is your site being visited?  
If so, let them know you are leaving so they can re-route



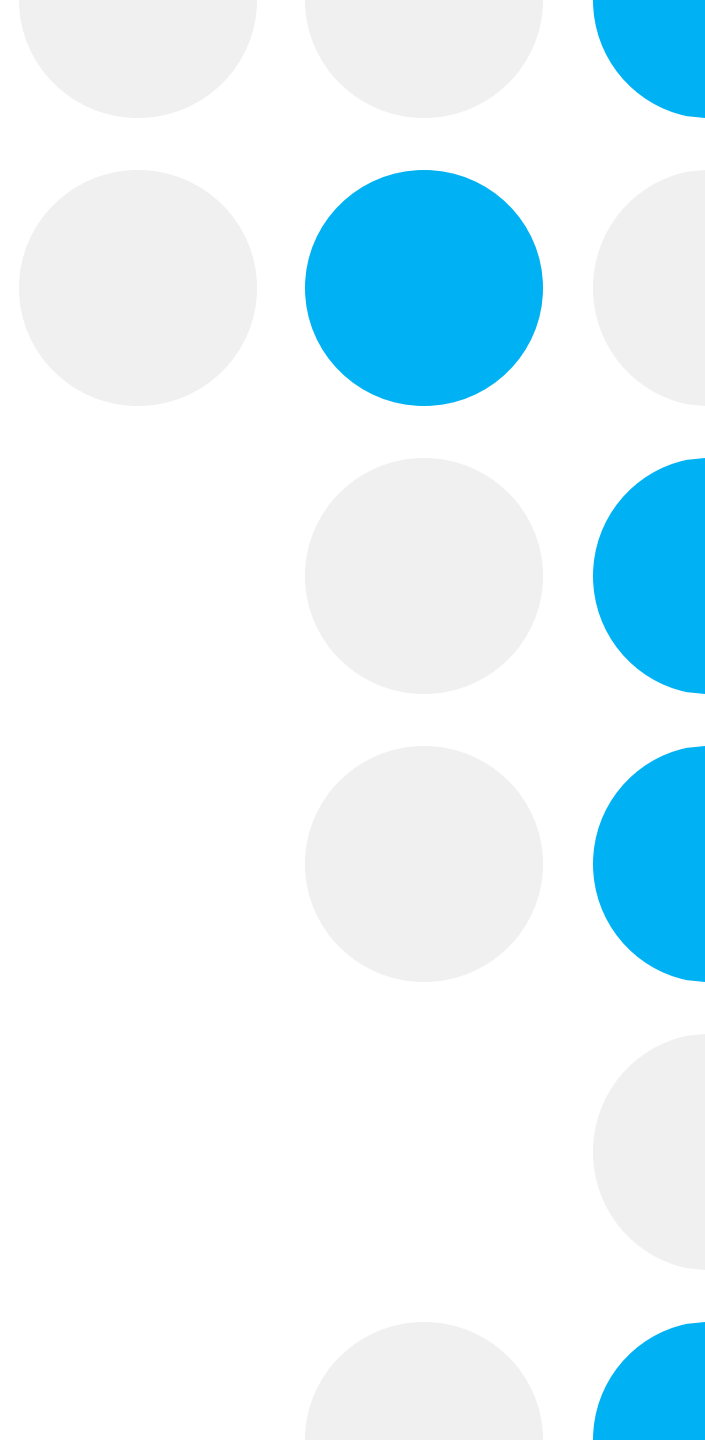
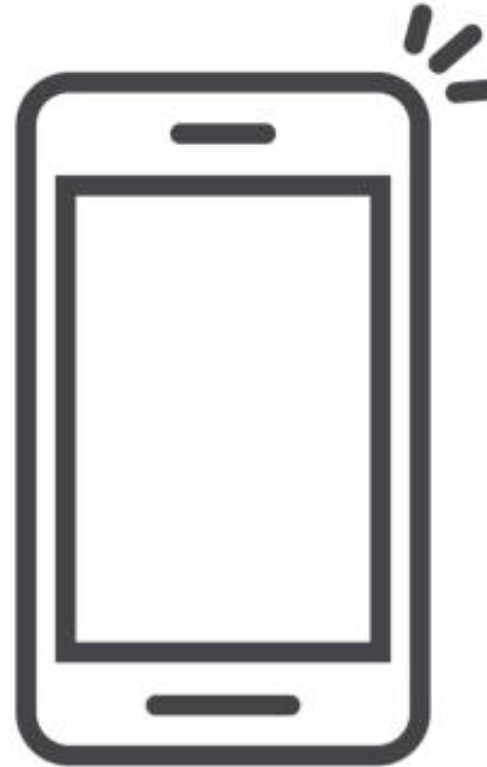
**Let your lunch delivery driver know**

If you signed up to receive lunch and are done before time, check on the ETA of your driver



# Event Day Communication Lists

- You will be emailed contact information about:
    - Team Leaders
    - Photographers
    - Lunch Delivery Drivers
    - Any Site Visitors
    - Waste Removal Contact
  - Please email Jocelyn project team leader names prior to the event day (with mult. sites)
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# Volunteer Information & Forms

All forms are accessible through our webpage: [unitedwaywashcounty.org/day-caring-2022](https://unitedwaywashcounty.org/day-caring-2022)

- Webforms can be viewed and completed under the Volunteer column of the Get Involved section of the page.
- Click the Printable Documents & Forms Library + sign to expand and see all forms.

Get Involved

## Project Requests

The Project Request deadline was **June 30th, 2022**, but project requests after this date will be reviewed on a case-by-case basis. Contact Jocelyn Hauer for consideration.

## Volunteer

Whether you are an organizational team or an individual, we invite you to serve with us! If you're interested, please complete a Volunteer Application: [HERE](#).

Important Online Information:

1. [Project Reimbursement Form](#)
2. [In-Kind Donation Form](#)
3. [Volunteer Waiver](#)
4. [Waste Voucher](#)
5. [Team Leader Training PPT \(coming soon!\)](#)
6. [Volunteer Contractor Training](#)
7. [T-shirt Order Form](#)
8. [Lunch Order Form](#)
9. [Team Leader Feedback Form](#)
10. [2022 Information Guide](#)

## Become a Sponsor

Sponsorship opportunities uniquely position your company as a community leader - engaging your customers, vendors, employees, and public alongside America's #1 most-trusted and recognized philanthropic brand, according to *Forbes' America's Top Charity List for 2021*. We sponsor opportunities for all budgets.

For more sponsorship information, download our [Sponsorship Levels](#).

**Make an online sponsorship payment here.** Just be sure to select "Day of Caring" in the designation field and manually enter the level of sponsorship in the amount field.

## Printable Documents & Forms Library



### For General Use:

- [2022 Important Dates](#)
- [Sponsorship Levels Printout](#)
- [Project Feedback Form](#)
- [Project Request Form](#)

### For Team Leaders & Individual Volunteers:

- [In-Kind Donation Form](#)
- [Lunch Order Form](#)
- [Reimbursement Form](#)
- [T-Shirt Order Form](#)
- [Team Leader Feedback Form](#)
- [Volunteer Application Form](#)
- [Volunteer Release and Waiver of Liability Form](#)
- [Waste Voucher Forms](#)
- [Lowe's Day of Caring Coupon](#)

### For Volunteer Contractors:

- [Volunteer Contractor Residential Site Visit Form](#)
- [Volunteer Contractor Nonprofit Site Visit Form](#)
- [Volunteer Contractor Project Agreement Form](#)
- [Volunteer Contractor Safety Checklist](#)
- [Volunteer Contractor Training Printable](#)



# Questions?

Jocelyn Hauer

- Email: [jhauer@uwwcmd.org](mailto:jhauer@uwwcmd.org)
- Phone: 301-739-8200 x 103





**THANK YOU**  
FOR GETTING INVOLVED.  
**CHANGING LIVES.**  
**LIVING UNITED.**

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