



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. 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.

Contact Information

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

Jocelyn Hauer

Director of Engagement
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 26th** with information about their assigned project site 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 all project information during Team Leader Trainings on or before **August 25th and 26th**. Team Leaders will receive a **Site Visit Information Form** that includes a description of the property, cost estimate, scope of the project, and pictures. The Team Leader and crew 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 with the homeowner or nonprofit contacts.

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 23rd**.

Event Kickoff

This year's Day of Caring Kickoff Breakfast will take place at Hagerstown Community College's Athletic, Recreation, and Community Center (ARCC) located at 11400 Robinwood Drive, Hagerstown, MD 21742. For navigational and parking purposes, please refer to the [Campus Map](#).

The Kickoff Breakfast is optional and will begin promptly at 7:00 am, lasting for approximately 1 hour. More details regarding the event order of events, menu, and parking will be shared via email prior to the event date.

Lunch Plan

Lunch is provided by United Way and is optional. Some nonprofit 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.

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 from **September 15-17, 2022.***

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.**

Caring & Sharing!

All Day of Caring participants are encouraged to share team and project photos via social media. We encourage you to take pictures of your team, the project site (before and after photos encouraged), or with your resident/nonprofit recipients.

All photos can be dropped into the Day of Caring Community Photo Album in real time at this link: <https://photos.app.goo.gl/p4BxwX5SEfUcXxHD6>

Use hashtags: #UWWCDayofCaring or #DayofCaring2022

Find us on:

[Facebook:](#) @UnitedWayWashCounty

[Instagram:](#) @unitedwaywashcomd

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

These forms will be available for completion shortly. All feedback forms must be submitted no later than **Friday, September 23rd.**

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. Homeowners and nonprofit organizations look forward to this assistance each year, so please be mindful of this when coordinating with them on potential new dates to serve.

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

Covid-19 Precautions

United Way of Washington County, MD follows the guidelines for quarantine and isolation as set forth by the Center for Disease Control and Prevention. Please refer to their [Resource Page](#) for information on when to stay home, recommendations for specific settings, and more.

If you or a team member were exposed, sick, or test positive for Covid-19 prior to the Day of Caring and need to cancel or reschedule your project completion, contact us *immediately* by calling 301-739-8200 x 103.



2022 Important Dates

- 4/1/22** Project & Volunteer Applications Available to Public
- 4/18/22** Contractor Team Training 1
- 6/30/22** Project & Volunteer Applications Due
- 7/15/22**
 - Contractor Team Training 2
 - Lunch Forms Due (from Team Leaders)
 - Tee Shirt Form Due
 - Waivers Due
- 7/18/22** Contractor Site Visits Begin
- 8/16/22**
 - Contractor Site Visits End
 - Project Details and Paperwork is Due
 - UW Staff/Volunteers Begin Project Pairing
- 8/23/22** Project Pairing Ends
- 8/25/22 & 8/26/22** Team Leader Trainings
- 8/27/22 - 9/7/22** Team Leader Outreach to Project Contacts
Note: UW/Contractor Teams Available to Answer Questions
- 9/15/22** **DAY OF CARING!!**
- 9/23/22** Reimbursement Forms Due

Waste Voucher

UNITED WAY OF WASHINGTON COUNTY, MD



Washington County
MARYLAND

DIVISION OF
ENVIRONMENTAL MANAGEMENT
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

**Please present voucher when
dropping waste from project site to:**

**Washington County Solid Waste Department
12630 Earth Care Road
Hagerstown, MD 21740**

VALID

9/15/22 - 9/17/22

Waste Voucher

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