



# 2024 DAY OF CARING

## Project Planning for Nonprofit Organizations

### Overview

On Thursday afternoon, June 27, Rice County Area United Way (RCAUW) will rally volunteers to work with nonprofits like yours to build a stronger, healthier community. Day of Caring is a snapshot of what United Way does all year long – mobilizing the resources and caring power of individuals, organizations and networks to strengthen the community.

Today, we are asking you to consider being a part of Day of Caring by including a service project. Projects should be able to be completed in a 3-hour timespan by individuals in small groups, families, or community members volunteering through their workplaces.

### Project Guidelines

Day of Caring is an incredible opportunity to tackle large and small projects at your organization that otherwise may not get accomplished.

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

- Can your project be substantially completed between 12:30 and 4:00 p.m. while allowing time for an agency introduction, project instructions, set-up, break-down and thanks?
- Is the size and complexity of your project right for nonprofessional workers, including youths?
- What physical requirements and skills will your volunteers need? (bending, climbing ladders, lifting, etc.?)
- Do you have the space to accommodate the number of volunteers required for your project?
- Can your organization appoint a point person to organize and oversee your Day of Caring project and communicate with us?
- Are there smaller projects that volunteers can work on if they finish the main project?

### Project Ideas:

- Organize or package items.
- Sort and prepare items.
- Paint or stain, inside or out.

- Prepare or deliver meals.
- Trim overgrown landscaping.
- Clean and sanitize toys or interior spaces.
- Weed and plant a garden.
- Label and store office supplies.
- Assemble kits.
- Administrative/organizational tasks.
- Beautify your grounds.
- Stuff envelopes for a mailing.

### Register your Project:

To submit your project for Day of Caring volunteers, please visit <https://www.ricecountyunitedway.org/day-caring-2024> and click on the button "Submit a project." If you have more than one project, please submit another project form. **The deadline to submit a project is May 1<sup>st</sup>.**

### Policies and Procedures

Requirements for participating Day of Caring nonprofit partners

- Submit a project online by May 1<sup>st</sup>.
- Projects are accepted at the sole discretion of RCAUW and RCAUW has the right to exclude a project.
- Nonprofits are responsible for all materials needed to complete Day of Caring projects. Please let us know if this is a challenge and we'll see how we can help make something happen.

Once Day of Caring projects have been registered and approved by United Way, we will begin matching you with local volunteers. (Note, all volunteers must sign a liability waiver.)

### Day of Caring Celebration

Immediately following Day of Caring RCAUW will host a celebration for volunteers and nonprofit project leaders. We are currently planning the celebration, but you can count on lots of food and fun! Make sure to include time in your day after the project to socialize with fellow project leads, volunteers and us!

### Questions?

Unsure about your project idea? Unsure about its feasibility? Feel free to reach out to me anytime.

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