

DATE:

TO: Potential Agency Project Site

FROM: United Way of Muscatine Day of Caring Committee

RE: Day of Caring Project Request

The United Way of Muscatine is excited to announce the **Fourth Annual Community-Wide Day of Caring. Day of Caring** will be a great opportunity for local nonprofits to get hands-on projects completed by volunteer teams. Teams can sign up for a morning shift (8:30-11:30AM) or an afternoon (1:30-4:30PM) shift.

We are asking you to be creative and come up with one or more projects for your organization. Teams will be matched to organizations based on their skills, abilities, and desires, so a variety of projects are encouraged. If you are unsure about a particular project call a staff member at United Way, 563-263-5963.

**Day of Caring** will be Wednesday, September 15, 2010 with shifts in the morning and afternoon. Lunch will be **sponsored by local corporations and businesses and be located at the Calvary Church (location donated by the Calvary Church) on Hwy 61**. Mark your calendars for lunch and a day of volunteerism. Lunch will include Day of Caring volunteers, agencies, and other United Way supporters.

An Agency Project Application is enclosed, along with an information sheet about Day of Caring, a list of Project Ideas, an Agency Release Form, and an Onsite Coordination Information Sheet. Please return your application **by Friday, August 13th** to United Way of Muscatine, 208 West 2<sup>nd</sup> Street, Suite 201, Muscatine, IA 52761. The Day of Caring Committee will match teams and projects during the week of August 23rd and communicate with both teams and agencies about the match.

Please feel free to contact a staff member at United Way of Muscatine if you have any questions.

**UNITED WAY OF MUSCATINE  
DAY OF CARING 2010**

**PROJECT APPLICATION FORM  
ONE PROJECT PER APPLICATION PLEASE**

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**Agency/Organization**

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Mailing Address

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City/Zip

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**Agency Contact**

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Work Phone

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Cell Phone

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Email

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**Back up Agency Contact**

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Work Phone

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Cell Phone

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Email

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**Project Site Coordinator**

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Work Phone

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Cell Phone

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Email

*~Please return to United Way by August 13<sup>th</sup>~  
~ All United Way communications will be sent to the Site Coordinator ~*

**UNITED WAY OF MUSCATINE  
DAY OF CARING 2010**

**PROJECT APPLICATION FORM  
ONE PROJECT PER APPLICATION PLEASE**

Please describe your projects:

1. The project will be:

- Indoors
- Outdoors

2. Estimated Number of Volunteers:

- 1 – 3
- 4 – 6
- 8 – 10
- More than 10

3. Estimated Number work hours per team:

- 1 – 2
- 3 - 4
- All Day
- More than 1 Day (if it is more than one day, special arrangements should be made through the UWM)

4. Shift Preference (we will *try* to accommodate your preferences)

- 8:30 – 11:30 AM
- 1:30 – 4:30 PM

5. List any specific skills required for this project:


**UNITED WAY OF MUSCATINE  
DAY OF CARING 2010**

**PROJECT APPLICATION FORM  
ONE PROJECT PER APPLICATION PLEASE**

6. List of materials needed to complete the project:

- Please note: it is the Agency Site Coordinator's responsibility to make sure the tools and materials needed for the project are available and at the work site an hour before the volunteers arrive on September 15<sup>th</sup>.

7. Are there any special confidentiality/liability issues concerning the project, agency location, or clients

- Yes  
 No

8. Indicate advance preparation required:

9. If an outdoor project, describe your plan for inclement weather:

**10. Can your agency provide water and snacks to the volunteers?  
(water is needed frequently throughout the day)**

11. Will your agency have a First Aid Kit at the site in case of an emergency?

12. Will debris need to be hauled away after the project is completed that day?



# Day of Caring

## Wednesday, September 15, 2010

**What is Day of Caring?** *Day of Caring is a one day event where community agencies and local companies team up to complete projects in Muscatine.*

A community-wide day of hands-on volunteering in which United Way connects volunteers from businesses, corporations, faith-based groups, and donors with non-profit organizations in our community to work on various projects that would not otherwise be completed. Teams can choose working a morning shift or an afternoon shift. Some companies volunteer for the whole day.

**When is Day of Caring?** September 15th - Wednesday

**Where does it happen?** Projects will be happening all over town. Kickoff this year starts with breakfast from 7:30-8:30, at the Pearl City Station, (donated by City of Muscatine), 100 Harbor Drive. Lunch is available from 11:30 – 1:00 at the Calvary Church (location donated by the Calvary Church) on Highway 61.

**Who is involved with Day of Caring?** *Local agencies, businesses, and community volunteers are all involved.*

Companies all over the city allow employees to participate for 4 hours or even the whole day. Many companies have several teams and some use it for team building. This also shows the community that our businesses are very much community minded and want to help the community by allowing their employees to participate. Over 90% paid their employees wages while participating last year.

**Why are we having a day called Day of Caring?**

Sharon Gibson-Ellis, Chief Professional Officer for the United Way of Muscatine brought this program with her from another location. At her previous United Way she had it twice a year!

**Who designed the logo for this year?** Sabra Cacho, a student at Muscatine High School designed the shirt for this year. A design by Rebecca Sloat will also be used in 2010.

**How many teams participated last year?** Last year, there were approximately 59 teams 602 volunteers.

**How do you form a team?** Anyone can form a team by joining together co-workers or friends. To register your team, simply go to the United Way web page [www.unitedwaymuscatine.org](http://www.unitedwaymuscatine.org) or call 263-5963.

**Who qualifies for the projects?** *Non-profits, civic or community groups, and low-income seniors are all eligible to submit projects.*

**What is the deadline for projects to be submitted?** August 13th.

**How many projects?** Last year 73 different projects with more than 2,700 hours of volunteer service were given to the non-profit community on this one day. Volunteers are asked to give a half day of community service.

**What training is provided?**

Training for the team leaders is **August 17th from 8:30 – 9:30** or **August 19<sup>th</sup> from 3:30 – 4:30.**

**What does the site coordinator do?** This is the agency person. They inspect the work site prior to Day of Caring, ensure all the work materials are available at the work site, provide water and beverages for all the volunteers at their site; coordinate details with the team leader; be available on-site to supervise the work; problem solve any issues during the course of the project.

**What does the team leader do?**

Attend team training to report back to their team the project and what it entails.

**What are some examples of projects completed over the last two years?**

- Painting of offices
- Washing windows, installing blinds and hanging curtains
- Fence repair
- Planting shrubs and flowers
- Moving an entire office to a different location
- Install shelving
- Stain outdoor decking
- Organize a supply closet
- Painting outdoor buildings
- Carpentry work
- Mowing, trimming shrubs, edging – general lawn care
- Janitorial work

**Who Benefits?** Local non-profits benefit. This is a way to help on a project basis those non-profits who are already strapped for funding.

**How does it work?**

Businesses & organizations have teams with a team leader. Teams pre-register with the United Way by August 13<sup>th</sup>. Each participant receives a t-shirt with the logo.

Each team is given a project and teamed up with a non-profit agency coordinator.

Team leaders and agency coordinators are trained prior to the event.

**For more information please contact Brianne Fitzgerald at the United Way of Muscatine either by phone (563/263-5963) or email (brianne@unitedwaymuscatine.org).**

# **2010 United Way of Muscatine Day of Caring**

## **Wednesday, September 15<sup>th</sup>**

### Looking for project ideas?

1. Yard work: weeding, raking, mowing, vines, flower beds, planting
2. Paint: outside, inside, items, etc.
3. Cleaning: homeless shelter, service delivery space, elderly homes, etc.
4. Office work: typing, filing, copying, etc.
5. Help in classroom or service delivery process
6. Build shelves and or storage
7. Sort clothes or household items for distribution to clients
8. Prepare or serve meals, food boxes, etc.
9. Assemble special packets for clients or public
10. Clean outdoor structures such as playground equipment, cages, etc.
11. Walk dogs or brush cats
12. Repair fencing or small items
13. Hands-on work/socialization with clients

**UNITED WAY OF MUSCATINE  
DAY OF CARING 2010**

**AGENCY RELEASE FORM**

In the spirit of communication this release form is to assure that agencies/organizations have thought through what it means to have volunteers work on your behalf. Please sign and return by Friday, August 13<sup>th</sup>, 2010.

\_\_\_\_\_  
*Participating Agency*

\_\_\_\_\_  
*Contact Person(s)*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Agency Executive Director*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

We, \_\_\_\_\_, do hold harmless the United Way of Muscatine, its staff, volunteers, and sponsors from any liability or claim of liability arising from or in connection with any loss, damage, illness, injury or other claim to persons or property arising out of and/or resulting from its hosting or participation in the Day of Caring event with United Way of Muscatine.

The Agency affirmatively states that it has in effect and will have in effect, on the event date (Wednesday, September 15, 2010), a policy of insurance which will cover any and all losses resulting in personal injury to the volunteers working on your organization's behalf or damage to property, at the 2010 United Way of Muscatine Day of Caring.

The undersigned has read this release and waiver of liability.

\_\_\_\_\_  
Executive Director/CEO

\_\_\_\_\_  
Date

**UNITED WAY OF MUSCATINE  
DAY OF CARING 2010  
ON SITE COORDINATOR INFORMATION SHEET**

**FAX: 263-8572  
Mailing Address:  
United Way of Muscatine  
208 West 2<sup>nd</sup> Street, Ste 201  
Muscatine, IA 52761**

This memo is to assist you in coordinating your on site project with your Volunteer Team Leader.

Please contact your Team Leader and make arrangements for a pre-project visit to discuss the requirements of the job. When this has been accomplished *please sign the bottom of this sheet along with your Lead Volunteer and return to this office by September 3rd by mail or fax.* Thank you.

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Agency Team Assigned

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Team Leader

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Team Leader Phone                      Cell Phone

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Team Leader E-Mail

**Please note that the Site Coordinator assumes responsibility for the following:**

1. Contacting the Team Leader, coordinating details & previewing the work site together
2. Insuring any advance preparation is accomplished
3. Inspecting the work site prior to Day of Caring to insure that everything is in place for work to begin
4. Ensuring that all work materials are available at the work site
5. Providing water and beverages to the volunteers throughout the work day
6. Have a first aid kit on site during the work day

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Signature work site coordinator

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Signature team leader