



## Pushor Mitchell United Way Day of Caring Organization Project Application

**Date:**

**Time:**

### Tell us about your project....

<b>Organization</b>	
<b>Contact Person(s)</b>	
<b>Project Supervisor (if different from Contact Person)</b>	
<b>Project Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>What are the tasks for which you are requesting Day of Caring volunteers?</b>	
<b>Is your organization able to provide materials and supplies for the project?</b>	
<b>What is the appropriate attire for volunteers completing this project?</b>	
<b>How many volunteers do you need in order to complete the project?</b>	



## **About the Day of Caring Program - please read carefully before applying.**

### **United Way's Responsibility**

- Match service projects to groups of volunteers.
  - We usually do not match volunteers to fundraising events.
  - We cannot match volunteers to projects in private individual homes.
- Attend and assist agency staff with hosting the volunteers, greet and thank the volunteers, cover safety orientation and welcome, have the volunteers sign in and sign waiver, handle photos/video/social media.
- Follow up with the host organization and volunteer group after the project has been completed.

### **Your Responsibility as the Host Organization**

- Working with the United Way representative assigned to your site, provide direction and supervision at your site for the volunteer team. When the volunteers gather, it is important that they be thanked, educated about the impact of both United Way and your organization, given a tour (where appropriate) and
- Provide any tools and supplies needed to complete the project, unless otherwise arranged. If you are unable to do this, please discuss with United Way to see if other solutions are possible.
- Ensure volunteers have access to washrooms, drinking water, and first aid supplies. If you wish, you may also provide other types of refreshments, but this is not required.

### **Volunteer Team Responsibilities**

- Arrive at the scheduled time, and complete the project to the best of their ability.

### **Typical Projects**

- Sorting donations
- Minor repairs
- Interior/exterior painting
- Spring or Fall cleaning
- Yard/garden work
- Organizing storage spaces
- Painting murals
- Serving or preparing meals

**Together, we are possibility.**