

2011 Days of Caring Agency Expectations



United Way
of Snohomish County

1. The partnering agency designates a lead for the Days of Caring project. The agency project lead is listed as the primary contact in the Days of Caring event management tool and is the person that will be responsible for the Days of Caring project.
2. Days of Caring projects are registered and have been approved by United Way of Snohomish County's Volunteer Center Staff.
3. The agency project lead is responsible for reviewing all Days of Caring communications from United Way of Snohomish County.
4. The agency accepts full responsibility for project planning, provides all supplies and equipment needed for the project and manages logistics.
5. The agency project lead is responsible for timely communication with the volunteer team leader, and also for ensuring that all critical project information has been received by the volunteer team.
6. The agency is responsible for facilitating volunteer sign-in on United Way of Snohomish County's volunteer sign-in sheet. The agency agrees to retain a copy of the form for their records.
7. The agency agrees to properly orient and train the volunteer team prior to engaging in the volunteer project.
8. The agency commits to having *fun* during the Days of Caring event!