

Volunteer Checklist

Recruit your team

- Determine a team leader who will be responsible for communicating with United Way, the project coordinator and the volunteers.
- When everyone wants to participate but not everyone can, hold a drawing to determine who will volunteer on the Days of Caring. Or, come up with another creative way to involve employees.
- Use your company's email distribution list or internal newsletter to announce your participation in Days of Caring and to recruit volunteers. Feel free to pass along a link to Days of Caring information at www.uwsc.org/daysofcaring.php.
- Post Days of Caring flyers throughout your facility with your team leader's contact information on them.
- Get the CEO, President or Club Leader's support to participate with you during the event and encourage others to join.
- Determine your team's interest. Do they want to work with clients, or provide landscaping or clerical assistance? Do they want to work in the morning, the afternoon or all day? Ask your team about their interest and skills.



Prepare for the project

Attend the Match Meeting. You and the project coordinator will confirm:

- Directions to the project site.
- Parking details (should they carpool?).
- The time that the team will arrive at the project site.
- Supplies that the organization will provide.
- Supplies that the team might bring. (Encourage volunteers to bring tools: paint rollers, shovels, pruning shears, etc. But, procurement of supplies for the project is the responsibility of the project site).
- Appropriate clothing.
- Skills necessary, especially for construction projects.
- Food arrangements (Who will provide snacks, lunch or drinks?).
- Bathroom facilities (for outdoor projects).
- Rain plan (Will your project take place if it's raining? Will you reschedule? How will you coordinate with each other if it is raining? How will the volunteers be informed?)
- Set a time that the team leader can visit the project site prior to the Days of Caring.
- Set a time **prior to the event start** for all volunteers under the age of 18 to sign the liability waiver. All other volunteers will be asked to sign liability waivers at the project site.

After the Open House:

- Communicate with all team members so that they know what their project is, how to dress, where to meet, what tools to bring and what they will be doing.
- Communicate the importance of upholding their commitment to the organization they will be volunteering at.
- Procure supplies/safety gear as needed.
- Arrange for transportation (arrange carpools, distribute directions, etc.).

Go forth and have fun!

- Start your day at the project site with a team “pep rally.” Have some coffee, listen to upbeat music or perhaps do some exercises to get prepared.
- If possible, take before and after pictures of your work.
- There will be media opportunities during the day. The media will receive project lists and may visit many of the sites.
- Please keep the details of people you meet and circumstances that you encounter during your experience confidential, especially for teams who provide service to individual clients in their homes.
- During the Days of Caring, if there are ever questions, feel free to contact United Way of Snohomish County at 425.374.5530.

Celebrate

- Thank your co-workers for their volunteer efforts.
- Celebrate your accomplishments after your project with a pizza party, BBQ or an ice cream extravaganza!
- Give out goofy certificates for funny things that happened that day.
- Reflect on your project. What did it mean to those you served?
- Let others know about your good work through your company newsletter.
- Print pictures of co-workers engaged in their projects.
- If you had a good experience, would your volunteers like to do another team project this fall? If so, contact the Volunteer Center of United Way of Snohomish County for ideas at volunteer@uwsc.org.