

Team Leader Responsibility



United Way
of Snohomish County

The first step in planning a successful team for Days of Caring is to choose a Team Leader. This person collaborates with the Project Site Coordinator and United Way to ensure the successful completion of the project and a positive experience for all team members. ***Congratulations***, you are the chosen one!

The Team Leader is responsible for:

- Obtaining authorization to form a team from your management, club leader, teacher, etc.
- Advertising and recruiting team members. Download a printable flyer from www.uwsc.org.
- Picking your project and registering your team from **July 16- August 30**.
- Submitting your t-shirt order by August 10.
- Attending the Team Leader & Project Coordinator meeting (participation is required).
- Distributing all Days of Caring information to team members.
- Planning and coordinating lunch for your team, unless hosted by the project site.
- Assisting your Project Site Coordinator with any pre-planning, where appropriate.
- Ensuring that each team member completes the liability waiver at the beginning of your project.
- Thanking your team and **having fun!**

To register your team, you will want to know:

- Team Leader **contact information**.
- Approximate **team size** (number of volunteers).
- Whether your team will be **available** for a half-day or full-day project.
 - Half-day projects are 4 hours or less.
 - Full-day projects are approximately 5+ hours.(Please note: Some half-day projects will still require getting a little untidy. ☺)
- **Pick the type of project** your team would like to do. Project selection will be on a first-come basis as teams register.
- Any **special skills** or **talents** that your team members have that would be helpful to list (i.e., plumber, carpenter, mechanic, etc.).
- Any **equipment** your company/organization may have available to use during a project (i.e., a truck, shovels, painting equipment, a backhoe, etc.).
- **T-shirt** orders must be placed by August 10 but are not required for registration.

Liability Waivers

All volunteers will be required to complete the waiver prior to participating in any Days of Caring project. Waivers will be completed at the project site. For team members under 18, a parent's signature is required. If you have a team member under 18 years old, contact the Volunteer Center at 425.374.5534 to get an Individual Waiver Form prior to the event.