*Volunteer Center Network Update: June 14, 2023*

**THURSDAY, SEPTEMBER 19, 2024 EVENT INFORMATION**

* **United Way Hype Squad**|United Way volunteers help welcome volunteers at your site at the beginning of each of your projects. They will bring snacks and water.
* **Day of Caring Volunteer Opportunities** |Register your opportunities for Day of Caring through ‘advanced events’ through your Volunteer Center login. **3-hour** **morning volunteer opportunities will be 9 a.m. to 12 p.m.; 3-hour afternoon volunteer opportunities will be 12:30 p.m. to 3:30 p.m.; and All-Day volunteer opportunities will be offered from 9 a.m. until 3:30 p.m.** If you are offering a full-day volunteer opportunity, you must offer lunch to the volunteers. *\*Instructions are on the next page.*
* **United Way Campaign Kickoff @ 3 Sheeps** | Everyone is invited to join United Way Staff and Board at the Campaign Kickoff event at 3 Sheeps from Noon to 6pm the day of the event. No registration is required.

**PRE-EVENT INFORMATION**

* **Pre-Event Timeline:**
	+ May 29 – Volunteer Center Network prep meeting & portal opens to agencies to start posting
	+ July 19 – Volunteer opportunities open to sponsors *(\*Agencies make sure to have your projects up!)*
	+ August 2 – Volunteer opportunities open to the public;
	+ August 7 – Radio announcement
	+ August 23 – Final Volunteer t-shirt orders are due
	+ Week of August 26 – Day of Caring Yard Sign Dropoff (volunteers will be dropping off a sign at your place)
	+ September 12 – T-shirt pick up at United Way from 7a to 6p
	+ August 7 – Virtual Office Hours; connect with Lisa on last minute questions
	+ September 6 – Day of Caring Small Grants are due
	+ September 19 – DAY OF THE EVENT!
	+ Week of September 23 – Volunteers pickup yard signs
* **Day of Caring Mini Grant:** Grants up to $500 may be awarded per project. If an agency has multiple projects, they may apply for more than one grant (limit 2 per agency). Guidelines and online application can be submitted here: [www.uwofsc.org/docprojectgrants](http://www.uwofsc.org/docprojectgrants)
* **Volunteer Outreach:** Each agency is responsible for connecting with volunteers as it relates to your project needs. *\*Instructions on how to access your volunteer listing is included on the next page.*
Note: All volunteers receive a complimentary shirt to wear on Day of Caring and a FREE beverage ticket for the United Way Campaign Kickoff event at 3 Sheeps. They will receive these from UWSC and all inquires can be directed to Lisa Finney (lisa@uwofsc.org or by calling 920-458-3425).
* **Pivot Plans:**
* All agencies are responsible for a backup plan (weather pending etc.) for each of their projects.
* Have additional projects or opportunities for engagement if projects are completed early.
* Contact Lisa Finney for backup ideas!

**How to add an opportunity for Day of Caring:**

1. Log into your account and click on ‘My Agency’ on the top window (Note: if your account isn’t connected to your agency’s listing, please contact Lisa Finney, lisa@uwofsc.org, to get connected.)
2. ****Click ‘Advanced Events.’
Note: there is only one portal for Day of Caring engagement opportunities. This means if you have in-person volunteer opportunities, kit making ideas, and wish list items – they are all to be listed in the same area.
3. Click ‘Add New Opportunity’
4. Click ‘Create Opportunity’ to submit the volunteer opportunity and repeat for each opportunity you want to list
	1. Note: all opportunities will be approved by UWSC staff prior to posting on the website. Once approved then you will see your opportunity available here: <https://volunteersheboygan.galaxydigital.com/aem/general/> (NOTE: when an opportunity is full, then the listing will be taken off the list automatically)
5. UWSC will make opportunities available for sponsors on July and to the public on August.

**How to download the volunteers that signed-up for your opportunity:**

1. Log into your account and click on ‘My Agency’ on the top window
2. Click ‘Advanced Events’ and then click on the corresponding type of volunteer opportunity to find and click on your listing
3. Once you have click on the volunteer opportunity, then click the green bar to view the listing of volunteers
4. Exporting the full list of volunteers will be an option.
	1. Note: if there is no contact information listed, reach out to Lisa Finney (lisa@uwofsc.org) for assistance!

**PROJECT PLANNING**

1. Decide what type of volunteer needs you have? *(Note: all opportunities will be listed on one list this year online)*
	1. In-person Volunteer Needs – these are volunteer opportunities at your place that help support your staff, clients, and your mission.
	(Examples: cleaning/organizing closets, painting, preparing landscaping for the winter, cleaning office and client spaces, preparing client resources and items, etc.)
	2. On-Campus Kit Builds – There have been requests from businesses for volunteer opportunity that they can do at their business (‘On-Campus’) for their employees.
	(Examples:
	3. Wish List Items – This is a great idea for those businesses that can’t mobilize volunteers on the day but still want to participate by supporting local nonprofit agencies by hosting a ‘donation drive’ for items that you need!
	(Examples: Office/Cleaning supplies, hygiene products, school supplies, gift cards, etc.)
2. For brainstorming and planning the details of your opportunity, use the worksheets provided and/or attend the Volunteer Center Meeting for a guided Day of Caring project planning session! (Download worksheets here: <https://www.uwofsc.org/our-impact/volunteer-center/volunteer-center-network-information/>
3. Finalize details internally, including budget needs.
4. Post project on the Volunteer Center website for approval.
5. Fill out Day of Caring Small Grant and submit to Lisa Finney (lisa@uwofsc.org).

**FAQs**

1. **I can’t get into my login, what should I do?**
Each agency must have an individual login that we ‘attach’ your agency listing to (similar to Facebook).
	1. If you do not have your own login, email lisa@uwofsc.org for help to get set up and connected to your nonprofit agency’s listing.
	2. If you forgot your password, click the ‘forgot password’ on the sign-in page or email lisa@uwofsc.org.
	3. Note: This is a great time to clean up any past employees still connected to your agency listing. Let us know and we can remove any past employees and add new ones.
2. **Can I copy volunteer opportunity from the main page to Day of Caring?**
Unfortunately, no. At this time the website doesn’t have a ‘clone’ option for ‘Advanced Events’ such as this.
3. **How do I communicate with United Way staff the day of the event?**
The UWSC team is out in the community on this day, so the best way to communicate is call 262-254-9005. You can also message the team on UWSC’s [Facebook](https://www.facebook.com/unitedwaysheboygancounty/) page.

**VOLUNTEER ENGAGEMENT IDEAS FOR DAY OF CARING**

Here are a few ideas to consider while hosting volunteers during Day of Caring:

1. **Connect with them ahead of time!** Check in with the team lead or individual volunteers to give them a heads-up on what to expect and share your excitement that they chose your agency for this year’s Day of Caring.
2. **Take the volunteers on a Tour!** Walk them around your building or space to help them visualize the amazing services you provide our community. Encourage them to ask questions and make sure to mention ongoing needs that you have that will hopefully inspire them to come back and fill!
3. **Ask current volunteers to help out that day, so they can help you recruit ongoing volunteers!** Ask them to connect with one or two volunteers to learn more about them and how they could help your organization in the future.
4. **Teach them a something new!** Many volunteers site one of the benefits to volunteering is learning a new trade. Take them through an activity you provide your clients or teach them something that volunteers help your agency with on a regular basis so that they have a taste for what they would be doing if they came back to volunteer with you.
5. **Document the Day!** Take pictures of them volunteering and make sure to get a group shot to share on Social Media so you can thank them publicly!
6. **Provide a Thank You!** This could be in the form of a snack, thank you, or other treat from your organization.
7. **Make the Ask!** Make sure to ask the volunteers if they would come back. Don’t ask your volunteers to help your organization, but the cause. Inspire them with stories of real people they would be helping and real challenges that their work addresses.
8. **Follow-up!** Thank the volunteers and provide them with an easy reason to come back or stay in-touch with the impact your agency is making in our community. This could be by providing a link to sign up for an event or volunteer opportunity you have coming up.

**QUESTIONS**

Contact Lisa Finney (lisa@uwofsc.org or by calling 920-458-3425) with any of your Day of Caring/Volunteerism questions!