



# Day of Action

9:00am-4:00pm

## Agency/Non-Profit Organizations Guidelines & Responsibilities

Day of Action is a nationwide event sponsored by various United Way organizations throughout the country. This event provides employers and their employees an opportunity to volunteer at a local partner agency and understand how United Way dollars have an impact on the community.

### Project Guidelines

- Be creative!
  - Ideas: Dusting, washing walls or windows, cleaning carpets, yard clean up, painting, small scale builds (shelves, side tables, etc.), cleaning out/shredding files - these volunteers want to work so please help us help you.
- Propose projects that highlight your mission and purpose in the community
- Plan accordingly so your project can be completed in the specific time allotted
- If you propose multiple projects at one site, please prioritize and designate the time to be devoted to each task

### Host Agency Responsibilities

- Designate a host coordinator from your staff who will be an active member of the planning team
- Clearly state the project (job) description including expectations and instructions
- Check your liability insurance
- Purchase/prepare materials needed for the project prior to the Day of Action
- Provide volunteers light refreshments and snack – **please provide lunch for all day projects**

### Host Agency Coordinator Responsibilities

- Participate in organizing volunteers, finalizing project details, managing event hospitality, etc.
- Serve as a liaison between your agency and Marshalltown Area United Way
  - Please take photos and email to [marcom@unitedwaymarshalltown.org](mailto:marcom@unitedwaymarshalltown.org) (Rachel Norton)
- Provide an orientation/training session for your volunteers, if needed
- Consider writing thank you notes for volunteers after DOC
- Prepare your staff accordingly to assist you with the project(s)
- Offer valuable experience & community connection to your volunteers

**\*\*Any materials/tools needed are required to be provided by Agency/Non-Profit Organization\*\***