

# Caroline County Day of Caring 2009

## An Opportunity for Your Agency to ...

- Showcase your Programs & Services
- Complete Projects
- Connect to the Community
- Raise Awareness
- Have fun



Day of Caring is organized by Rappahannock United Way.

This is a great hands-on opportunity for companies to make a meaningful contribution to the local community by donating time and talent for a day.

Based on last year's feedback, volunteers felt a higher level of satisfaction when they participated in hands-on projects alongside agency staff & clients.

Remember this is your opportunity to connect active community members to your agency or school by showing them the services you provide really do matter.

## Volunteers Can Help Your Agency/School:



- Build playgrounds, decks and ramps
- Paint walls and fences
- Clean up and plant outside areas
- Organize stock in storerooms
- Stuff Envelopes and Organize Files
- Take part in activities & programs
- Organize a Drive – food, books or blood!

BE PART OF SOMETHING BIG!  
SUBMIT A DAY OF CARING PROJECT FOR YOUR AGENCY!

# DAY OF CARING 2009

Thursday, September 24<sup>TH</sup>

## **AGENCY GUIDELINES & INFORMATION**

- Agencies must be either a Non-profit 501(c)(3), school or government agency.
- You may submit as many volunteer projects as you want or need. There is no limit!
- Please Fill Out One Form Per Project. The more projects the better!
- Submit creative, hands-on projects showcasing your agency and the services you provide. Remember, this is your opportunity to connect active community members to your programs by showing them that the services you provide really do matter.
- Projects do not have to be the traditional building and yard work projects. We encourage agencies to use their creativity to meet agency and community needs.
- Projects can be either half day (4 hours) and/or full day (up to 8 hours).
- Feel free to contact Rappahannock United Way to discuss **any** project ideas.
- Agencies are exclusively responsible for their projects, the materials, the equipment and any permits necessary to complete their projects. Volunteers may agree to bring personal household items, such as rakes and garden gloves, but this is entirely at their discretion.
- Assign an **Agency/Project Representative** from your agency to be the contact person for Rappahannock United Way and the Volunteer Team Coordinators.
- Agencies must be able to provide restrooms and refreshments for volunteers. Lunch should also be provided for full day volunteers.
- If your event is weather dependent, have a "Plan B" ...an alternative project / activity. There will be **NO RAIN DATE!**
- Projects will be assigned to volunteers by the first week in September. The Team Leader will be asked to contact you. If you do not hear from the Team Coordinator, **please contact them**. It is your responsibility to communicate the details of the project(s) with each Volunteer Team Leader. Make **all** project details as clear as possible.
- Your agency staff, volunteers and clients should also be briefed about what will occur during the day. Be certain everyone is aware and there are no surprises.
- Your Agency Representative **MUST** attend the Day of Caring Kick-Off Breakfast, the morning of September 18, 2008. This is an opportunity to meet your volunteers and guide them to your project sites. You will receive invitations, with directions, in August.
- **Don't forget to have FUN!!**

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## AGENCY PARTICIPATION AGREEMENT

**COMPLETE & RETURN BY August 1, 2009**

AGENCY NAME \_\_\_\_\_.

MAILING ADDRESS \_\_\_\_\_.

\_\_\_\_\_. ZIP \_\_\_\_\_.

PRIMARY CONTACT \_\_\_\_\_.

PHONE \_\_\_\_\_, FAX # \_\_\_\_\_.

E-MAIL \_\_\_\_\_.

### **YES! WE WILL PARTICIPATE IN THE 2009 DAY OF CARING!**

We have enclosed \_\_\_\_\_ (#) Volunteer Project Proposal(s).

We will need a total of \_\_\_\_\_ (#) volunteers for all requested project(s).

### **YES! WE HAVE READ & AGREE TO DAY OF CARING 2009 AGENCY GUIDELINES**

Name \_\_\_\_\_ Date \_\_\_\_\_.

**Please return to Rappahannock United Way:**

**Mail** - PO Box 398, Fredericksburg VA 22404

**Fax** - (540) 373 0356

**Email**- sbeck@rappahannockunitedway.org

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## VOLUNTEER PROJECT PROPOSAL FORM

**Please Return by AUGUST 1, 2009 to:**

Rappahannock United Way,  
PO Box 398, Fredericksburg, VA 22404

Phone# (540) 373-0041 FAX# (540) 373-0356

**PLEASE COMPLETE ONE FORM FOR EACH PROJECT. TYPE OR PRINT.**

AGENCY NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

NAME OF PERSON SUPERVISING VOLUNTEER WORK: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

# OF VOLUNTEERS NEEDED TO COMPLETE THIS PROJECT: \_\_\_\_\_

TYPE OF PROJECT:

GIVE       ADVOCATE       VOLUNTEER

INDOORS PROJECT       OUTDOOR PROJECT (complete "PLAN B" below)

HALF DAY PROJECT (10am-1pm)       FULL DAY PROJECT (10am-5pm)

**DESCRIBE THE PROJECT:**

**BE SPECIFIC – THIS INFORMATION WILL BE PRESENTED TO THE VOLUNTEERS**

**DESCRIBE THE BENEFITS OF THIS PROJECT TO YOUR AGENCY:**

**LIST SPECIFIC SKILLS NEEDED TO COMPLETE THIS PROJECT:**

**PLAN B (in case of inclement weather) - DESCRIBE JOB, SKILLS & BENEFITS:**

**PLEASE REMEMBER – Agencies are exclusively responsible for:**

- contacting your assigned volunteers **before** the Day of Caring to go over project details
- all materials and equipment necessary to complete the project
- refreshments and lunch (for full day projects)
- access to restroom facilities
- full supervision of volunteers throughout the project
- an agency representative to attend the Day of Caring Kick Off Breakfast

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**For agencies with more than ONE project, please complete this form for EACH proposal.**