

Day of Action - Agency Training Guide



Day of Action
SEPT. 4, 2020



United Way of York County

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Contact

Bryce Kruger, Volunteer Engagement Coordinator

Krugerb@unitedway-york.org | 717.771.3809

Day of Action Overview

What is Day of Action?

Day of Action is a worldwide initiative of United Way that aims to promote and encourage volunteerism and giving back within your local community. United Way of York County's Day of Action is the largest annual volunteer event held in York, which engages over 1,000 volunteers with the opportunity to impact local agencies through acts of service.

2019 Day of Action Numbers

1,081 Volunteers Involved - **107** Companies Engaged - **87** Projects Hosted

How does it work?

Day of Action consists of two parts: Volunteer projects and volunteers. Any nonprofit in York County can host a volunteer project that fulfills a need that your organization has.

1. Nonprofits submit their projects to United Way of York County for approval.
2. United Way publishes approved Day of Action projects on their volunteer website.
3. Registration opens, allowing volunteers to sign up for a project of their interest.
4. On Day of Action, volunteers show up and help complete the project they registered for.

When is Day of Action?

Each year United Way of York County typically hosts Day of Action on the third Friday in June. This year, in response to the COVID-19 pandemic, York County's Day of Action will be held on Friday, September 4, 2020. Projects are held throughout the day from early morning to late afternoon, allowing volunteers to pick a project that best fits their schedule.

Volunteer Appreciation Picnic

As a way to thank volunteers and bring different groups together, a free thank-you picnic is held at John C. Rudy County Park from 12 p.m. – 2 p.m. Volunteers are asked, when registering, to indicate whether they will be attending the picnic or not, to allow a proper head count for food.

Day of Action T-shirts

As a way to both say thank you and visualize your impact in the community, each volunteer that registers to take part in Day of Action has the opportunity to receive a DOA T-shirt. Project hosts may also receive T-shirts, though these are limited to the individuals helping run the project. T-shirts can be picked up at United Way of York County the week prior to Day of Action (August 24 – 28) from 8 a.m. – 4:30 p.m. See below for instructions.

Volunteers

When a volunteer registers for a project, they will be given the option to enter a T-shirt size for themselves, or sizes for their team. This information is used to determine how many T-shirts need to be ordered. Note: T-shirts are free.

- Limit is one T-shirt per volunteer (must partake in Day of Action)
- If a size is not entered, it is assumed that a shirt is not wanted
- Shirts are guaranteed if you register prior to August 3
- Extra shirts will be ordered and be made available at the volunteer picnic while supplies last
- Volunteers and team leaders are responsible for picking up their T-shirts at United Way

Agencies

When an agency has a project approved, they are eligible to receive shirts for the staff that help support their project. Although we would love to give each member of your organization a T-shirt, we ask that only project managers request T-shirts.

- Shirts are limited to the staff/volunteers immediately responsible for hosting the project
- Shirt sizes should be submitted to Bryce Kruger prior to August 3 to be guaranteed
- The project hosts are responsible for picking up their T-shirts at United Way

T-Shirt Pick up Week: August 24-28 at United Way of York County, 8 a.m. – 4:30 p.m.

2020 Day of Action Timeline

Dates & Times	Occurring Event	Event Location
June		
6/22	Project Registration Opens	Online – Volunteer Website
July		
7/13	Volunteer Registration Opens	Online – Volunteer Website
August		
8/24	T-Shirt Pick Up Week	United Way of York County
September		
9/4	Day of Action	Throughout York County

Project Eligibility & Guidelines

Overview

Hosting a Day of Action project involves taking responsibility for a group of volunteers. As a project host, you are expected to follow a general set of guidelines and best practices provided by the Volunteer Center. These guidelines not only serve as a template for your project, but also help to create the best possible experience for both your organization and your volunteers.

Project Guidelines

- Must serve a need of your organization
- Must be located in York County
- Must complete the agency liability waiver
- Must have an inclement weather plan or notification strategy

Project Suggestions

- Projects should require a minimum of two volunteers to complete
- Have an adequate number of staff and supplies present to support your project
- Utilize your volunteers for the full time that they sign up for, have extra tasks if necessary

Eligibility

We encourage every nonprofit to submit their volunteer projects, and each year we see an increasingly diverse array of opportunities made available. With that said, there are a select few projects that will not qualify for United Way of York County's Day of Action, which are listed below:

- Surveys of any kind, unless specifically approved, are prohibited
- Telemarketing, recruitment, and soliciting campaigns
- Projects that endanger volunteers or put at an increased risk of harm
- Project requiring volunteers to complete extensive preparatory work
- Skilled projects that are held without skilled supervision (ex. electrical and plumbing)
 - *Certain requests may be accommodated, contact krugerb@unitedway-york.org*

Project Ideas and Examples

Overview

Other than the eligibility requirements listed above, a project can be anything you can think of! The ultimate goal is to provide your organization with the volunteer power to meet your need. If you don't already have a task on hand, below are a few different examples of what a project might look like.

Outdoor Projects

- Cleaning, repairing, and painting a fence
- Litter pick-up around a designated area
- Building a deck, ramp, or facility access item
- Lawn/greenery update; weeding, mulching, branch collection
- Company vehicle car wash or fleet cleaning
- Repair of equipment, buildings, or play areas

Indoor Projects

- Paint or repair interior rooms
- Clean walls, carpets, windows
- Sort equipment, toys, materials
- File management and office decluttering
- Assemble food kits, school backpacks, or donation materials
- Food prep, delivery, or serving
- Reorganize or clean out a storage warehouse

Working with Others

- Read books or hold activity for children
- Assist the elderly with activities, chores, or simply provide company
- Host an educational training session for clients

Hosting Multiple or Large Projects

Hosting multiple or large volunteer projects is absolutely encouraged and is an important aspect to the success of Day of Action. If your organization is looking to host more than one project or you have something big in mind, contact Bryce Kruger, krugerb@unitedway-york.org. This way we can help you both develop and promote your project(s).

Creating an Agency Account

Registration for Day of Action is through e-Volunteer, and you will need an Agency account.

Creating an Agency Account

Step 1 | Do you have an agency account?

Yes: Click “e-Volunteer login” to continue.

No: Follow the below steps to create one.

Step 2 | Website Link

yorkpa.unitedwaypledge.org/Volunteer/VolHome.jsp

Step 3 | Agency Application

Click on “Agency Application” then submit a completed application

Note

An agency account is required to submit a Day of Action project. Please allow a minimum of 24 hours for your application to be processed. Once your agency has been approved, you will receive an email with your account information and a link to your volunteer administrator home page.

A screenshot of the "VOLUNTEER AGENCY APPLICATION" form. The form is white with a blue header. It contains several sections: Organization Name, Applying For (with a dropdown for Volunteer Management), Address (Street Address Line 1, Street Address Line 2, City, State/Province, Zip/Postal Code, and Country), EIN, Organization Description, Contact Name (with fields for Prefix, First, Middle, Last, and Suffix), Contact Phone (with fields for Area, Number, and Ext.), Contact e-Mail, and Comments.

Agency Information

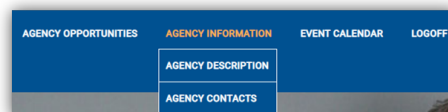
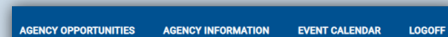
Updating Your Agency Information

Whether you are logging in for the first time or already have an account, it's important that you update your account information at this time. Below are the sections requiring attention.

- **Agency Information**
- **Agency Description**
- **Agency Contacts**

Note

Your account information is how both United Way and your volunteers will be able to contact you.



How to Submit Your Project

Submitting Your Project

Submitting Your Day of Action Project

Step 1 | Go to “Agency Opportunities”, scroll down to the bottom of the page, select “Add.”

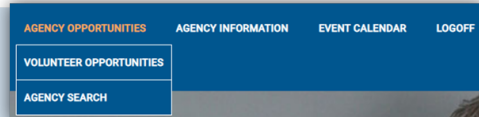
Step 2 | Fill out the “Opportunity Maintenance” page with information regarding your project.

Important

You should provide as much information as possible in each section of the opportunity maintenance. This is how potential volunteers will learn about your project, and make the decision of whether or not to take part.

Tip

The following sections review best practices when submitting a project.



OPPORTUNITIES

☒ Open ☒ Publish ☐ Closed ☐ Expired ➔

No opportunities meet your search criteria.

ADD

OPPORTUNITY MAINTENANCE

Opportunity Title

Description

Contact

General Information Status

Important - Required Fields

Opportunity Status (1)

You must select the “Day of Action Submission” status. Once submitted, you won’t be able to view or edit your opportunity until it is approved.

Maximum Number of Volunteers (2)

In order to limit volunteer responses to your opportunity, you must select “Do not exceed maximum referred/assigned”

Events (3)

In order to have your opportunity be grouped with other Day of Action opportunities, you must select “Day of Action” under the events tab.

Tip

All of these fields are **required** for Day of Action.

(1)

Status

Type

Priority

Start (MM/DD/YYYY)

Day of Action Submission

(2)

Maximum Number of Volunteers *

☒ Do Not Exceed Maximum Referred/Assigned

(3)

Events

☒ Day of Action (06/19/2020)

Agency Waiver

Agency Waiver

Agency Waiver

As a Day of Action project host you are required to complete and return a “certificate of insurance release and indemnification” form. Projects will not be approved or published without it.

- Click “Agency Waiver” to download the form

Important

If you have multiple projects, be sure to list all of them under the “Project Name & Location” section. If you have more than six projects, please submit a second release form listing those additional projects.

Tip

You only have to submit this form once, unless you have already submitted and choose to add an additional project at a later date.

If you are submitting an opportunity for Day of Action 2020, you must complete this form. (If you are submitting an opportunity for a future Day of Action, you only need to submit the waiver once, though it should be inclusive of each of your opportunities if you have multiple)

Agency Project Waiver *

Choose File | No file chosen

Items marked with an asterisk(*) are required

SAVE

SUBMIT WAIVER

ADD OPPORTUNITY

CANCEL

PRINT & SIGN

CERTIFICATE OF INSURANCE RELEASE AND INDEMNIFICATION
United Way of York County – Day of Action 2020 – June 19, 2020

Agency Name: _____

Day of Action Project Coordinator: _____

Phone Number: _____ Email: _____

On behalf of the above named agency, I hereby release, indemnify and hold harmless the United Way of York County, its officers, directors, employees, agency, volunteers, and the organizers, sponsors and supervisors of all activities, from any and all liability in connection with any loss, claim or injury, unless caused by the gross negligence or willful misconduct of the aforesaid, in conjunction with the Day of Action 2020 to be held at the following location(s) of the above named agency (Please list your projects' sites and dates below).

In addition, United Way has permission to photograph any staff member and utilize any photographs or videos taken for publicity purposes. (If your project is held in a photo sensitive area, contact Bryce Kruger at krugerb@unitedway-york.org for a modified release)

Project Name & Location	Project Date

My signature below is my acknowledgement of the contents of the paragraphs preceding my signature, and by said signature, I am indicating that I have read and agree to the insurance release and indemnification in the above paragraphs.

Signature: _____ Date: _____

Please return this form to Bryce Kruger at krugerb@unitedway-york.org

United Way
United Way of York County

Alternative Waiver (Photo Sensitivity)

If your Day of Action project is held in a discreet location or is sensitive to client privacy, contact krugerb@unitedway-york.org to receive an alternative waiver that does not include a photo release. If you have filled out the alternative waiver, pictures will not be taken at your location and the appropriate United Way staff will be informed so that we can respect your privacy.

Site Visits

United Way staff will be sent to project sites to take pictures, connect with volunteers, and answer any questions you might have. Although our goal is to visit every project site, given the number of projects that Day of Action entails, some sites may not be reached.

Frequently Asked Questions

Q| Can I submit more than one project?

A| Absolutely, you can submit as many projects as you have the capacity for, keeping in mind the project guidelines and making sure that you have enough staff and materials to support each project.

Q| What do agencies need to provide at their project?

A| All project sites should be equipped with the appropriate materials and staff support in order to fully utilize your volunteers' time. It's also strongly encouraged that you provide water and any necessary tools that you haven't asked your volunteers to bring to the project site.

Q| How does project approval work?

A| Project approval occurs once your project(s) have been submitted via the e-Volunteer website. If there is an issue with your project, the Volunteer Engagement Coordinator will contact you to make the appropriate changes. Once a project is approved, it will be published on e-Volunteer when volunteer registration opens.

Q| Who recruits the companies/volunteers?

A| United Way of York County heavily promotes this event to potential volunteers via press releases, invitation mailings, Campaign Champion outreach, and social media blasts to encourage participants for Day of Action projects. If you are hosting a project or volunteering at one, doing some self-promotion to raise awareness about your project and get others involved always helps, too!

Q| Day of Action T-shirts, how do I get one?

A| In order to receive a Day of Action T-shirt you must volunteer at a project during Day of Action. Volunteers are responsible for submitting their shirt size when they register online and picking up their shirt at United Way the week prior to Day of Action. Agency volunteers are also permitted T-shirts in which a survey will be sent out for sizes.

Q| Who is the primary contact for questions regarding Day of Action?

A| Bryce Kruger, Volunteer Engagement Coordinator. Email him at krugerb@unitedway-york.org, or call 717.771.3809.