

Agency Planning Guide Day of Action 2010

Step One: Get Involved

- Register for Day of Action (DOA). Contact Jessica Brown by phone 547-2581 or email jessmbrown@bellsouth.net.
- Appoint one person to be a team captain for your agency.

Step Two: Develop Your Projects

- All projects should adhere to these guidelines:**
 - All projects must be completed within 4 hours.
 - Requested project material must be supplied by the agency.
 - All projects must be coordinated by the team captain who will oversee the project from planning phase through completion.
 - All projects are subject to the review and evaluation by the DOA Committee.
- Submit as many projects as you can come up with! But keep in mind, volunteers prefer “hands-on” activities. **“Projects” requesting monetary donations will not be accepted.** However, requests for personal care, food, items for clients or similar items are acceptable and are often chosen.

Step Three: Project Submission & Selection

- In order to be included in the first project listing, projects must be submitted by May 04, 2010.** Projects can be submitted after the 15th, but they are not guaranteed to be on the first list that goes out to volunteers.
- Submit project applications to Jessica Brown at 547-2581 or jessmbrown@bellsouth.net
 - The project listing will be posted on June 2, 2010 at the DOA Luncheon. Projects are selected rapidly, so United Way recommends getting your projects in by the deadline for the best chance of having your project completed.

Step Four: Project Planning Details

- Planning and effective communication are the keys to a successful DOA. Below are some things to consider and some helpful tips:
 - If you think you might be short staffed on DOA, ask a board member or other volunteer to serve as team captain instead.
 - Think of additional projects that volunteers could help with if they finish up early. They like to stay productive and busy!
 - Make sure your staff have signed the Release form, so when cameras arrive, every one can be filmed!
 - Please make sure that you have appropriate materials, tools and equipment for each project! It'd be a shame to spend time on DOA trying to find appropriate materials that were not secured leading up to the event!
 - Sign up for a project as well! Help us in the kitchen prepare food or help clean up after the event. Please let Pat Presley (547-2581) know which project you want.
 - RSVP for the Day of Action Luncheon at Convention Hall from 11:30 a.m. and 1:00 p.m.
 - Last but not least, **attend the Matching Luncheon on June 2, 2010 (details on pg 2)**

Step Five: The Matching Luncheon

- The Matching Luncheon provides a time and place for you to meet with the volunteers. During this time they will decide which project they want to sign up for. Lunch is \$5. The Matching Luncheon is tentatively scheduled for June 2, 2010 at 11:30 a.m.— 1:00 p.m. at The Salvation Army.
- Bring enough information to efficiently speak about your organization and projects.
- By May 27th call Pat Presley at 547-2581 to RSVP for the Luncheon.

Step Six: Day of Action!

- It's finally here! The day we've all been waiting for. Here are some final tips and suggestions to ensure a great day:
 - Allow for set up and clean up times, and be ready for the volunteers when they arrive.
 - Orient the volunteers to your agency. Welcome them. Have staff wear name tags. Offer name tags to volunteers. Tell them what you do and how you make our community a better place. Show them where the restrooms are.
 - Be accessible! Volunteers will have questions and will need to find extra tools and resources.
 - Place trash cans in very visible areas.
 - Document the day! Take lots of photos of your volunteers in action! Please send a copy to United Way so we can have a copy also!
 - If you signed up to help prepare food please be at Convention Hall by 9:00 a.m.
 - Join us between 11:30 a.m. and 1:00 p.m. for lunch at Convention Hall.
 - If you signed up to help with clean up please stay after the event to do so.
 - After Day of Action, send thank you notes to your volunteers. This thoughtful gesture goes a long way!
 - If you need to get in touch with Jessica Brown at any time during the day, please contact her at (c) 613-3693 or (o) 547-2581. If you need to get in touch with Becky Ellis at any time during the day, please contact her at (c) 504-2350.
 - Have Fun!

**THANK
YOU**