

Volunteer Planning Guide

Day of Action 2010



Step One: Get Started

- 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 team.
- Recruit team members through newsletters, employee meetings, emails and flyers

Step Two: Form Teams

- Please let United Way of Etowah County know of any allergies, disabilities or projects that your team members can not partake in. For example: someone who has back problems does not need to be on a team who will be moving files/office furniture.
- Fill out the T-shirt request and release form and return to United Way by May 14, 2010.

Step Three: Select Projects

Projects will be posted during the Matching Luncheon on June 2, 2010 at 11:30 a.m. – 1:00 p.m. at The Salvation Army. Lunch will be provided at a cost of \$5. Please RSVP to Pat Presley by May 27th. Remember these things when selecting projects:

- Projects are first come first serve and they go quickly. Be on time!
 - Pay attention to project descriptions!

Step Four: Plan for Project Execution

- Attend the Matching Luncheon!** United Way organizes and coordinates a Matching Luncheon before Day of Action to facilitate meetings between agencies and organizations. Please call Pat Presley to RSVP for this event by May 27, 2010. Lunch cost \$5.
- Communicate with your volunteer team! Hold a meeting prior to DOA to go over in detail what the project entails and what the expectations for the day of the event will be. This is a great opportunity to hand out DOA shirts.

Step Five: Day of Action T-Shirts

- Make sure and turn in the t-shirt request form to United Way by May 14, 2010.
- Pass out t-shirts to those who will be participation in DOA.

Step Six: The Week Before

- Make sure all volunteers have signed the photo release form and that is turned into United Way. You can fax, mail or email the signed release form to United Way of Etowah County.
- Please notify United Way if there are any changes in the number of volunteers.

Step Seven: Day of Action!

- Be ready to work hard and play hard!**
Day of Action is about helping others and having fun!
- Please make sure and drink a lot of water if you are working outside.
- Wear something you can get dirty in.
- Please join us for lunch at Convention Hall at 11:30 a.m. Lunch is provided at no cost.
- Please be prepared to share what your company did at Day of Action. Usually this person is team captain.

**THANK
YOU**