



## Day of Caring Information for Agencies:

After receiving your match, it is critical that you communicate with the volunteers or team leaders immediately.

If possible, arrange for a site visit with your volunteers or team leaders. Take this time to think through final preparations and any needs that the volunteers might have.

Provide volunteers with directions and parking information.

Help make Day of Caring a success throughout our area by sharing and inviting your network of supporters to join in via email, social media, word of mouth, etc.

On the day of our event, greet and check in with your volunteers. Prepare nametags for staff and volunteers. Be sure to thank your volunteers.

### PHOTOS:

Take lots of photos and share your pictures and stories afterward so we can share your success.

Email photos to [211@unitedwayofcarlsbad.org](mailto:211@unitedwayofcarlsbad.org)

Complete the Day of Caring Success Survey.

### QUESTIONS PRIOR TO DAY OF CARING, PLEASE CONTACT:

Linda Dodd, Executive Director, United Way of Carlsbad & South Eddy County, with any questions at 505-947-8898 or [director@unitedwayofcarlsbad.org](mailto:director@unitedwayofcarlsbad.org)

### QUESTIONS ON DAY OF CARING CAN BE DIRECTED TO THE DAY OF CARING COMMITTEE CHAIRS:

Linda Dodd at 505-947-8898 or Donovan Mager at 208-890-7593

## Showcase your agency:

The Day of Caring is a “ready-made” marketing opportunity for your agency! Don’t miss this opportunity to show off your agency to the media, potential donors, volunteers and clients. Be creative about what your agency does.

- Welcome your volunteers with a banner and make them feel at home with your agency.
- Feature your volunteer team in your agency member/donor newsletter to report your success to the community. Other communication tools might include your website, blog and Letters to the Editor to thank your volunteers. Update Facebook and Twitter during the day to “toot their horn”. Please share any published items with United Way of Carlsbad & South Eddy County by emailing it to [Director@unitedwayofcarlsbad.org](mailto:Director@unitedwayofcarlsbad.org).
- Generate ideas to recognize your volunteer team while they are at your agency. It is one of the best ways to ensure they will return one day to help again.
- Prepare an information packet about your agency for your Day of Caring volunteers.
- Give the volunteers a brief tour of your agency and a short orientation to your programs. Explain how your partnership with United Way helps your agency and its clients. Connect your project to the overall mission of your organization.
- Be brief; remember they will be anxious to get started on their project!
- Invite the volunteers back later in the year (to see the blooming daffodils that they planted, or to participate in an activity at the recreation center they painted.)
- Find ways to possibly engage your volunteers in your agency’s programming.
- Invite board member to the Day of Caring to visit and see your hard working volunteers.

## Agencies are responsible for:

- Advising volunteers of bathroom facilities
- Supervising volunteers throughout the project to answer any questions.
- Having a representative from the agency at the Kick off Breakfast at 7:30 am at the Beach Water Park.

## DAY OF CARING SAFETY PLAN

We recognize the potential for injury associated with Day of Caring. To help avoid the potential dangers that can occur during your project, please take the time to review and discuss with the Team Leader and their team member's safety guidelines to ensure the Day of Caring is both a rewarding and safe experience for everyone involved. Below are some actions to think about if an accident happens:

### Recommended Emergency Procedure

- Prior to any work being done, ensure that you have emergency contacts for every volunteer.
- Stay calm. Have all the other volunteers stop working if there is any reason to believe that they work is unsafe, or if the volunteers simply cannot focus sufficiently on the project's task.
- Designate someone else to oversee the other volunteers so that you can focus on the injured volunteer.
- Try to determine the seriousness of the accident. See if there is a volunteer that may have some training to assist the injured individual.
- If the person has a serious injury call 911 immediately. Then call a friend or family member of the injured person, if appropriate, and the Director of United Way of Carlsbad & South Eddy County at 505-947-8898.
- Ensure that all appropriate agency representatives are aware of the injury.
- Day of Caring volunteers fall liable under the participating project agency, not United Way.

### Risk Assessment Checklist

The following risk assessment will help ensure that your Day of Caring project, staff and volunteers be as safe as possible.

#### Overall safety:

- Adequate liquids are available to volunteers to ensure proper hydration to eliminate heat stress exposure. (If you run low on water, call Linda at 505-947-8898 or Donovan at 208-890-7593.)
- Adequate breaks will be made part of all projects.
- Fully stocked first aid kit is available and readily accessible
- List of emergency phone numbers is available at the worksite.
- A working phone is available at all worksites.
- No volunteer will operate power tools or equipment without permission.
- Volunteers should be properly dressed for the task prior to the start of activities, including, close toed footwear, long pants and sleeves.
- If the project is outside, apply sunscreen every two hours.
- Ladder and Scaffolding safety will be practiced.
- If appropriate and necessary, have volunteers sign a disclosure statement or confidentiality statements prior to the event.