



GROUP TEAM LEADER TOOLKIT

*Day of Caring
September 14, 2021*

"If you want to touch the past, touch a rock. If you want to touch the present, touch a flower. If you want to touch the future, touch a life." – Author Unknown

CONTACT INFORMATION:

United Way of Berks County

Darby Wiekrykas, Volunteer Engagement Program Manager

610-685-4574

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United Way of Berks County

To: Company Coordinators

From: Darby Wiekrykas
Volunteer Engagement Program
Manager

Subject: Day of Caring September 14, 2021



*Our past Day of Caring events succeeded because of YOU!
We invite you and your employees to make a difference this year.*

United Way of Berks County is excited to announce that our Annual Day of Caring event, which promotes volunteerism, community spirit, and unity, will be held **Tuesday, September 14, 2021.**

Now more than ever, we want to engage company employees and community members in a meaningful and yet fun-filled day of volunteer activities that bring us together to build a better community for all. Volunteers from businesses may sign up and choose projects that benefit nonprofit organizations throughout the county. Projects are hands-on and directly impact the clients served. You will walk away feeling useful knowing you have made a difference.

When posting projects, agencies considered that volunteers will need to maintain social distance while volunteering. If the agency has a mask policy to maintain health and safety, it will be indicated. Hand sanitizer will also be available.

A Day of Caring volunteer waiver form will be sent at a later date if you decide to participate.

If you have questions or need assistance registering for a project(s), please call the Darby Wiekrykas at 610-685-4574.



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GENERAL INFORMATION:

- Companies may begin registering their teams and choosing their projects beginning **August 16, 2021** using the link provided. **The link is specific to each company, so please do not forward the email to anyone. Please contact Darby Wiekrykas darbyw@uwberks.org if another link is needed.**
- We ordered t-shirts this year in size M, L, XL and XXL. Also in this e-mail is a link to a survey to request t-shirts for your volunteers. Please complete this by **August 31.**
- In the event of rain, instructions are provided. It is up to the agency to decide whether the projects can reasonably be accomplished. Prior to the event, you will want to establish contact with the agency and exchange cell phone numbers in case questions or issues arise on that day. See **“What if it Rains”**.



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REGISTERING YOUR TEAM AND TEAM MEMBERS

1. Click the link provided in the email about Day of Caring to begin the team registration process. Teams must be registered prior to choosing an opportunity for them. If your company will be sending employees to different opportunities, please create a team for each opportunity.
2. Click the **“Create Team”** button.
3. From the dropdown list next to **“Team Owner”**, please choose the Company the team is representing.
4. Provide a team name and the number of people on the team.
5. Click **“Create Team”**
6. To add the names of the team members, click the **“Update Team Members”** button (it’s the middle button to the right of the team name), then click **“Add”** on the next screen.
 - a. If you don’t have the names of the team members, you can skip this step and complete it at a later date.
7. To choose the employees from your company, click the **“Select Employees”** button.
8. From the list provided on the screen, check off those employees that will be part of the team.
 - a. If the employee does not show on the list, you can either click **“next”** at the bottom of the screen to see more or type the last name in the **“Employee Last Name Search”** field and click **“Search”**.
 - b. Click **Add** when finished.
 - c. To add team members that are not employees or are not on the employee list, enter their First and Last names as well as their email address and/or cell phone number, if known.
9. Repeat these steps (starting with step 2) for every team you need to create for your company.



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SELECTING DAY OF CARING PROJECT(S)

1. Once your team(s) are created, you may register them for projects.
2. Click **“Opportunity Search”** from the top of the webpage.
3. Select the **“Day of Caring”** link from the Event section. This will allow you to see all the projects available for Day of Caring.
4. Browse through the opportunities until you find one that you wish to register for. Click **“View details”**
 - a. You may choose an opportunity even if it requires more volunteers than you have available. For example, if you see an opportunity that requires 30 volunteers and you only have 10, you may sign up for that opportunity. Other groups will fit in the open slots.
 - b. If your team is larger than the opportunity needs, please do not register for it. The agency will not be able to accommodate any volunteers beyond what they have requested.
5. Select which team you are registering from the **“Please choose a team to register”** drop down box.
6. Click **“Register My Team!”**
7. Indicate which information you would like shared with the project manager and click **“Send”**.
8. You will receive a confirmation email with the details of the opportunity you selected. Once you receive the e-mail confirmation, **you will be responsible for contacting the agency directly to work out specific details for your Day of Caring project.** Agency and project contact information will be in the confirmation e-mail as a calendar file that can be uploaded to your calendar.



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WHAT IF IT RAINS?

United Way of Berks County's Day of Caring will be held **rain or shine Tuesday, September 14, 2021**. Hundreds of volunteers will work on community projects from 9:00 a.m. – 3:00 p.m. **Sometimes a project may have a shorter timeframe and be scheduled for a half day.** Many projects involve outdoor activities or will take place in an open space.



If it RAINS, the following steps should be taken:

1. It is up to the **agency** to decide whether the projects can reasonably be accomplished. The decision to cancel must be made by 7:30 a.m. on the Day of Caring. It is important to exchange cell phone numbers between the volunteer coordinator and agency in case the project needs to be cancelled.
2. The **agency** must contact the volunteer team leader(s) or coordinator(s) noted on the project prior to 8:00 a.m. to cancel.
3. The **volunteer coordinator or team leader** is responsible for notifying all individuals on their team if the project is cancelled due to rain.
4. If the **agency project coordinator** has not contacted all volunteer team leaders and individual volunteers by 8:00 a.m., he/she **must go to the site and remain there until 10:00 a.m.** to let anyone who might show up know that the project has been cancelled.
5. It is up to the **agency and volunteer team(s)** to decide whether or not to complete the task(s) at another time. If the project is cancelled due to rain, you can always coordinate with the agency and your group to finish the project on another date.



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ADDITIONAL INFORMATION

Get excited! You've just become part of United Way's biggest community service event of the year! While you work for a fabulous cause, your team's leadership skills will be strengthened, and you will develop new, lasting relationships. This is an extraordinary opportunity for you and your teammates to roll up your sleeves and make a difference in our community!

Volunteer Checklist

Make sure...

- All volunteers understand what is needed to be fully prepared for the activity including: proper attire, water, first aid kits, etc.
- Connect with agency representatives prior to 9/14 to evaluate the scope of the project and to learn if tools or equipment may be needed.
- Have liquids to stay hydrated
- Organize your day's activities
- Publicize! It may be a good idea to get the word out to market your company's project
- A few days before the project, finalize your plans and review them with your agency contact

If you have any questions or need any help, please contact the Volunteer Center of United Way of Berks County at 610-685-4574 or email darbyw@uwberks.org



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