

Team Leader Responsibilities

Recruit Your Team

- Determine a Team Leader who will be responsible for communicating with United Way, the sponsored organization, and the volunteers.
- When everyone wants to participate, but not everyone can, hold a drawing to determine who will volunteer on the Day of Caring. Or come up with another creative way to involve employees.
- Use the company email list or internal newsletter to announce your company or organization's participation in Day of Caring and to recruit volunteers. Feel free to pass along the Day of Caring website address at www.mjunitiedway.org/doc.
- Post Day of Caring posters throughout your facility with contact information for the Team Leader.
- Get the CEO, President, or Club Leader's support to participate with you during the event and encourage others to join.
- Determine your team's interest. Do they want to work with clients, or provide landscaping or clerical assistance? As your team their interest and skills.

Prepare For The Project

- Complete volunteer registration form and submit to United Way no later than **8/10/11**.
- Have team members complete release forms.
- Determine t-shirt sizes for team members and submit t-shirt form to United Way no later than **8/10/11**.
- Visit and survey the Agency Project and confirm that the project fits the team (e.g. Does the project fit the time allotted? Will you have enough volunteers? Is the site prepared with materials?). Contact the Agency Project Coordinator.
- Communicate with all team members so that they know what their project is, how to dress, where to meet, what tools to bring, and what they will be doing.
- Attend the Team Leader/Agency Project Coordinator lunch on **8/24/11**.
- Pick-up t-shirts on **9/9/11** at the United Way office and return volunteer release forms.
- Procure supplies/safety gear as needed.
- Plan for your team's lunch.
- Prepare a rain plan (will your project take place if it's raining? Will you reschedule? How will you coordinate with each other if it's raining?).

Go Forth

- **HAVE FUN!**
- Start your day at the Kick-Off Celebration: 7 am Breakfast/Team Kick-Off/Team Photo
- There will be media opportunities during the day. The media will receive project lists and may visit many of the sites.
- If possible, take before and after pictures of your work.
- Please keep the details of people you meet and circumstances that you encounter during your experience confidential, especially for teams who provide service to individual clients in their homes.
- During the Day of Caring, if there are ever questions about projects, volunteers, or the like, feel free to contact the United Way of Mifflin-Juniata at 717-248-9636.

Celebrate

- Thank your co-workers for the volunteer efforts.
- Reflect on your project. What did it mean to those you served?
- Let others know about your good work through your company newsletter.
- Print pictures of co-workers engaging in their projects.



UNITED WAY OF MIFFLIN-JUNIATA
VOLUNTEER RELEASE FORM

Note: Please use this form as a master to make additional copies for each volunteer.
**A RELEASE FORM IS NEEDED FOR EACH VOLUNTEER
AT THE TIME OF REGISTRATION.**

Company: _____

Name: _____ **Day Phone:** _____

Emergency Contact: _____ **Day Phone:** _____

LIABILITY RELEASE - I hereby release, indemnify and hold harmless United Way of Mifflin-Juniata, the organizers, the agency at which I volunteer and sponsors and supervisors of all activities, from any and all liability in connection with any injury (including any injury caused by negligence) in conjunction with Day of Caring, Wednesday, September 21, 2011. I likewise hold harmless from liability any person transporting me to or from any United Way activity.

I also certify that I am in good health and able to participate in the program activities on September 21, 2011. I certify that I am over eighteen years of age and am competent to contract my name insofar as the above is concerned. I have read the foregoing release, authorization, and agreement, before affixing my signature below and warrant that I fully understand the contents thereof.

Signature: _____ Date: _____

COMMUNICATIONS RELEASE- I hereby assign the rights to the video and/or photographic recording(s) made of me on Wednesday, September 21, 2011 by United Way of Mifflin-Juniata or its agency(s), hereafter referred to as United Way, to said United Way. I hereby authorize the editing, duplication, reproduction, copyright, exhibition, broadcast, and/or nonprofit use and distribution of said recording(s) for purposes deemed suitable by United Way.

I hereby waive any right to approve the finished products. I hereby certify that I am over eighteen years of age and am competent to contract my own name insofar as the above is concerned.

I have read the foregoing release, authorization, and agreement, before affixing my signature below and warrant that I fully understand the contents thereof.

Signature: _____ Date: _____

PARENTAL CONSENT/RELEASE- If the individual is a minor (under 18 years of age); the following should be signed by a parent or legal guardian.

I hereby consent and agree, individually and as a parent or legal guardian of, to all the terms and provisions above.

Signature: _____ Date: _____

Name (please print) _____ Relationship to minor: _____

Address: _____ Phone: _____



UNITED WAY OF MIFFLIN-JUNIATA

Day of Caring

September 21, 2011

Volunteer List & T-Shirt Orders Due by **August 10, 2011**
 (Fax:717.248.5648)

T-shirts are provided **free** by the Day of Caring Sponsors. T-shirts are in men's sizes.

Name	Sm	Med	Lg	X Lg	XX Lg	other
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Total						

Failure to complete Team list and t-shirt sizes may result in the omission of names in program and media as well as all shirts being XL