

Team Leaders: Recruit-Prepare-Go Forth-Celebrate!

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 e-mail 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 web site address at www.mjunitiedway.org.
- 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? Do they want to work in the morning, the afternoon, or all day? Ask your team for their interest and skills.

Prepare for the Project

- Complete volunteer registration form and submit to United Way no later than 8/16/06.
- Have team members complete release form
- Determine T-Shirt sizes for team members and submit T-Shirt form to United Way no later than 8/16/06.
- Visit and survey the Agency Project and confirm that the project fits the team (E.g.: Does the project support the time allotted, with the given number of team members? Is the site prepared with materials and other pre-Day of Caring preparation?). Communicate with 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.
- Pick up T-shirts on 9/15/06 at the United Way office and turn in volunteer release forms.
- Procure supplies/safety gear as needed.
- Plan for your team's lunch.
- Rain plan (Will your project take place if it's raining? Will you reschedule? How will you coordinate with each other if it is raining?).

Go Forth

- **HAVE FUN!**
- Start your day at the Kick off Celebration.
7:00 a.m. Breakfast/Team-Kickoff/Team Photo

Mifflin County: Derry Township Community Park
Juniata County: Juniata Co. Library Pavilion
- 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 their 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 engaged in their projects.