



## 2022 Day of Caring Project Guide

**Friday, September 30, 2022**, will be United Way of Northeast Arkansas' 29<sup>th</sup> annual Day of Caring. On this day, volunteers from local businesses and organizations will come together to complete service projects as part of what is now one of the largest community service project days in Northeast Arkansas. Participating nonprofit organizations and community organizations are matched with volunteers from local businesses and organizations to complete needed projects in our area.

### How can your nonprofit or organization host a project for Day of Caring?

- Identify a project that is appropriate for completion by non-professional workers.  
***\*If you have a project in mind that requires special skills or tools, please submit your project and make note of the special skills or tools needed on your application. We will do our best to accommodate the need!***
- Submit a project request google form! Please feel free to request more than one project for your organization—just be sure to submit a separate request form for each project.
- Provide all materials needed to complete your Day of Caring project and ensure all materials are ready to go before volunteers arrive.
- Participate in a project site visit prior to Day of Caring. Our committee will visit all project sites and meet with project coordinators to ensure projects are ready to go for teams!
- Establish an inclement weather plan—plans may include a modification or backup project, rescheduling with the assigned team leader, or cancelation of the project.
- Identify a project coordinator from your organization to oversee communication prior to the event and to be on site the day of the event.
- Oversee completion of all volunteer release forms, in partnership with the team leader.

United Way will send out project assignments the week before Day of Caring. We will share your assigned team and team leader with you at this time.

### Important dates for nonprofit project coordinators:

**August 8th:** Project request forms DUE

**September 15th:** Project Site Visits take place between 8:30am – 12:00pm

**September 30th:** Day of Caring! Teams should begin arriving between 8:30 – 9:00am

Day of Caring Committee Chairs:

Hannah Stroupe, Chair

Alyssa Edens, Co-Chair

United Way Project Coordinator: Heather Coats, Director of Community Impact

United Way Event/Teams Coordinator: Erin Calhoon, Director of Resource Development