



Sponsored by:



Gettysburg Lions Club



**Adams Electric
Cooperative, Inc.**

® A Touchstone Energy® Cooperative

2023 Day of Caring **Saturday, September 16th 2023** **TEAM GUIDELINES**

The Company Team Coordinator and the Agency Volunteer Coordinator must plan and work together to ensure a successful project for the volunteers and the agency.

INITIAL CONTACT - Call the Agency Volunteer Coordinator as soon as your assignment is confirmed.

SITE VISIT - If necessary, arrange a site visit to meet with the Agency Volunteer Coordinator to determine volunteer assignments and project needs.

SUPPLIES - When you meet with the Agency Volunteer Coordinator, determine if all supplies and equipment needed for the project will be provided by the agency. If not, determine if your company or volunteers can help provide the supplies or equipment (paint brushes, shovels, rakes, etc). Volunteers should label all tools and equipment that they bring to the project.

DIRECTIONS - The Agency Volunteer Coordinator will provide directions and approximate travel time from the arranged departure site to the project site.

TRANSPORTATION - Determine how your team will get to the project site.

- Are volunteers driving individually or carpooling?
- How long will it take to get to the site?
- Do all drivers have directions to the project site?
- Is parking limited?

WATER - Bottled water will be provided by United Way.

CLOTHING - Painting, clean-up and outdoor projects will require that the volunteers wear "old" or "work" clothes. Gloves are recommended for any outdoor project. Comfortable shoes are a must on all projects. Each member of your team will be given a Day of Caring LIVE UNITED T-shirt. If available, we recommend volunteers wear hats or buttons with company logo to identify the team.

EMERGENCY PHONE NUMBER - Identify a telephone number at the project site to receive emergency telephone calls for volunteers.

RESTROOMS - Determine location and proximity of restrooms to project site.

SPECIAL ACCOMMODATIONS - Inform the Agency Volunteer Coordinator of any special accommodations needed by volunteers, i.e. wheelchair accessibility, etc.

REGISTRATION - When the volunteers arrive at the project site, they will be greeted by the Agency Volunteer Coordinator, fill out a short registration form and receive a name tag. The Agency Volunteer Coordinator will give an overview of their organization describing the services and clients and explain the project and the importance of the volunteers' efforts.

Page 2 of 2
2023 Day of Caring
Team Guidelines

INSURANCE - Most agencies have liability insurance that covers all volunteer activity. Confirm the insurance coverage with the Agency Volunteer Coordinator. Please understand that your company agrees to hold United Way of Adams County harmless from any and all liability associated with, or arising from, volunteer and/or staff participation in the activities on *Day of Caring 2023*.

INCLEMENT WEATHER - If you have been assigned an outdoor project, make sure the Agency Volunteer Coordinator has a contingency plan in case of inclement weather, i.e. an alternate indoor project or scheduling the project for another date.

MEDIA - Newspaper and television reporters may visit the project site as part of the media coverage of the *Day of Caring 2023*.

PHOTOGRAPHS - Be sure to bring a camera and photograph your team in action. A picture says a thousand words! Photographs can be used in your company newsletter, website or just shared with United Way to be used in promotional materials.

TEAM ORIENTATION - Prior to the *Day of Caring 2023*, let each member of your volunteer team know what is expected of them. Hold a team orientation meeting or send an email that includes the following:

- Name of agency
- Description of agency and services
- Project location
- Project description
- Time of project
- Transportation needs
- Directions to project site
- Clothing to be worn
- Supplies or equipment needed
- Emergency telephone number at project site

Be sure to ask volunteers if they have any physical limitations (lifting, bending, allergies, etc.) that would impact their volunteer assignment or if special arrangements need to be made at the project site.

DAY OF CARING KICK-OFF BREAKFAST – All teams and project site representatives will meet for a light breakfast and directive gathering at the **YWCA Gettysburg-Adams outdoor pavilion** at **8:00am** on Saturday, September 16th before heading out to your assigned project sites. At this time, the United Way will also be officially kicking off the Community Phase of the 2023-2024 Campaign.