

Forming a Day of Caring Team

- Determine a Team Leader who will be responsible for communicating with United Way, the sponsored agency, and the volunteers.
- It is encouraged that large volunteer teams break into smaller teams to staff projects. You may choose to form teams based on department, interest or availability.
- Designate a team coordinator for each small team—someone who can communicate with the agency and make sure the team is ready for the project. However, correspondence from United Way will go only to one team leader per company. This person is then responsible for forwarding information to the coordinators of the smaller teams.
- When everyone wants to participate, and 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 the Day of Caring, and to recruit volunteers. Feel free to pass along the Day of Caring web site address.
- Determine your team's interest. Do they want to work with clients, provide landscaping or clerical assistance? Do they want to work in the morning, afternoon or all day?