

## Preparing for the Day of Caring

- [Contact the Agency Project Coordinator.](#)
- Communicate with all team members so they know what their project is, how to dress, where to meet, what tools to bring and what they will be doing. Communicate the importance of upholding their commitment to the agency they will be volunteering at. When you select a project, the agency is counting on all of your volunteers.
- Visit the site beforehand, when appropriate. This will help you to know exactly what the project will involve and that the agency is ready for your team (supplies, safety equipment, etc.).
- Arrange for team t-shirts. (This is optional, but will help identify your group in pictures, including those taken by the media.)
- Confirm the availability of project supplies and safety gear with agency
- Develop a rain strategy. What is your agency's rain project?
- Arrange for transportation (carpools, distribute directions, etc.).
- Sign Volunteer Release form and return to the United Way.
- [Submit the names of the volunteers](#) for each project on-line by Friday, September 1, 2006. It is essential that these names be spelled correctly. This list will be used in all recognition pieces, and will be submitted to the agencies so they know whom to expect on Friday, September 8, 2006. Please be attentive to the deadline for registering volunteers. Last minute additions and changes significantly impact final preparations.