

# Day of Caring 2010



**Friday, September 3**

## ***Agency Coordinator Responsibility***

1. Projects should begin no earlier than 8:00 a.m. and should conclude no later than 4:30 p.m. and last for at least four hours.
2. The agency is responsible for providing all supplies necessary for completing the project.
3. The agency is responsible for providing lunch for the volunteers and a tour of the agency
4. At the end of the Day of Caring, distribute and collect Day of Caring Evaluation Forms. Return these forms to Middlesex United Way as soon as possible. A copy of the evaluation is enclosed for your convenience.
5. Agency is responsible for creating an indoor project incase of rain on Friday, September 3, 2010
6. Review important Day of Caring information for agencies at <http://www.middlesexunitedway.org/site/dayofcaring.php>. Important information regarding your responsibilities as an agency hosting a Day of Caring project is located on this site.