

Day of Caring 2010



Friday, September 3

Volunteer Coordinator Responsibility

1. Recruit and maintain the required number of volunteers for the project. See the enclosed Project Description Sheet for details on number of people, skills, etc., required for your assigned project.
2. Submit a volunteer roster and obtain a signed Day of Caring liability/photo waiver from each volunteer. Submit the waivers with a list (typed if possible) of volunteers for the project to Middlesex United Way. All Day of Caring volunteers **must** sign waiver forms in order to participate. A copy of this form is enclosed along with a volunteer roster sheet. Both items must be returned to Middlesex United Way by **Friday, August 20, 2010**
3. Call the project agency contact to introduce yourself and find out more about the project. It is highly recommended that you schedule a visit to the agency on or before **Friday, August 20, 2010**
4. Distribute directions to the project site to each volunteer on your team and make sure all team members have transportation to the work site.
5. 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.
6. Review important Day of Caring information for Company/Organization volunteers at <http://www.middlesexunitedway.org/site/dayofcaring.php>. Important documents such as the Day of Caring liability/photo waiver form and Day of Caring evaluation are located on this site.