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Day of Action Overview

What is Day of Action?
Day of Action is a worldwide initiative of United Way that aims to promote and encourage volunteerism and giving back within your local community. United Way of York County’s Day of Action is the largest annual volunteer event held in York, which engages over 1,000 volunteers with the opportunity to impact local agencies through acts of service.

2019 Day of Action Numbers
1,081 Volunteers Involved - 107 Companies Engaged - 87 Projects Hosted

How does it work?
Day of Action consists of two parts: Volunteer projects and volunteers. Any nonprofit in York County can host a volunteer project that fulfills a need that your organization has.

1. Nonprofits submit their projects to United Way of York County for approval.
2. United Way publishes approved Day of Action projects on their volunteer website.
3. Registration opens, allowing volunteers to sign up for a project of their interest.
4. On Day of Action, volunteers show up and help complete the project they registered for.

When is Day of Action?
Each year United Way of York County typically hosts Day of Action on the third Friday in June. This year, in response to the COVID-19 pandemic, York County’s Day of Action will be held on Friday, September 4, 2020. Projects are held throughout the day from early morning to late afternoon, allowing volunteers to pick a project that best fits their schedule.

Volunteer Appreciation Picnic
As a way to thank volunteers and bring different groups together, a free thank-you picnic is held at John C. Rudy County Park from 12 p.m. – 2 p.m. Volunteers are asked, when registering, to indicate whether they will be attending the picnic or not, to allow a proper head count for food.
**Day of Acton T-shirts**

As a way to both say thank you and visualize your impact in the community, each volunteer that registers to take part in Day of Action has the opportunity to receive a DOA T-shirt. Project hosts may also receive T-shirts, though these are limited to the individuals helping run the project. T-shirts can be picked up at United Way of York County the week prior to Day of Action (August 24 – 28) from 8 a.m. – 4:30 p.m. See below for instructions.

**Volunteers**

When a volunteer registers for a project, they will be given the option to enter a T-shirt size for themselves, or sizes for their team. This information is used to determine how many T-shirts need to be ordered. Note: T-shirts are free.

- Limit is one T-shirt per volunteer (must partake in Day of Action)
- If a size is not entered, it is assumed that a shirt is not wanted
- Shirts are guaranteed if you register prior to August 3
- Extra shirts will be ordered and be made available at the volunteer picnic while supplies last
- Volunteers and team leaders are responsible for picking up their T-shirts at United Way

**Agencies**

When an agency has a project approved, they are eligible to receive shirts for the staff that help support their project. Although we would love to give each member of your organization a T-shirt, we ask that only project managers request T-shirts.

- Shirts are limited to the staff/volunteers immediately responsible for hosting the project
- Shirt sizes should be submitted to Bryce Kruger prior to August 3 to be guaranteed
- The project hosts are responsible for picking up their T-shirts at United Way

**T-Shirt Pick up Week: August 24-28 at United Way of York County, 8 a.m. – 4:30 p.m.**
# 2020 Day of Action Timeline

<table>
<thead>
<tr>
<th>Dates &amp; Times</th>
<th>Occurring Event</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/22</td>
<td>Project Registration Opens</td>
<td>Online – Volunteer Website</td>
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<tr>
<td>July</td>
<td></td>
<td></td>
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<tr>
<td>7/13</td>
<td>Volunteer Registration Opens</td>
<td>Online – Volunteer Website</td>
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<tr>
<td>August</td>
<td></td>
<td></td>
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<tr>
<td>8/24</td>
<td>T-Shirt Pick Up Week</td>
<td>United Way of York County</td>
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<tr>
<td>September</td>
<td></td>
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<tr>
<td>9/4</td>
<td>Day of Action</td>
<td>Throughout York County</td>
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Project Eligibility & Guidelines

Overview
Hosting a Day of Action project involves taking responsibility for a group of volunteers. As a project host, you are expected to follow a general set of guidelines and best practices provided by the Volunteer Center. These guidelines not only serve as a template for your project, but also help to create the best possible experience for both your organization and your volunteers.

Project Guidelines
- Must serve a need of your organization
- Must be located in York County
- Must complete the agency liability waiver
- Must have an inclement weather plan or notification strategy

Project Suggestions
- Projects should require a minimum of two volunteers to complete
- Have an adequate number of staff and supplies present to support your project
- Utilize your volunteers for the full time that they sign up for, have extra tasks if necessary

Eligibility
We encourage every nonprofit to submit their volunteer projects, and each year we see an increasingly diverse array of opportunities made available. With that said, there are a select few projects that will not qualify for United Way of York County’s Day of Action, which are listed below:

- Surveys of any kind, unless specifically approved, are prohibited
- Telemarketing, recruitment, and soliciting campaigns
- Projects that endanger volunteers or put at an increased risk of harm
- Project requiring volunteers to complete extensive preparatory work
- Skilled projects that are held without skilled supervision (ex. electrical and plumbing)
  - Certain requests may be accommodated, contact krugerb@unitedway-york.org
Project Ideas and Examples

Overview
Other than the eligibility requirements listed above, a project can be anything you can think of! The ultimate goal is to provide your organization with the volunteer power to meet your need. If you don’t already have a task on hand, below are a few different examples of what a project might look like.

Outdoor Projects
- Cleaning, repairing, and painting a fence
- Litter pick-up around a designated area
- Building a deck, ramp, or facility access item
- Lawn/greenery update; weeding, mulching, branch collection
- Company vehicle car wash or fleet cleaning
- Repair of equipment, buildings, or play areas

Indoor Projects
- Paint or repair interior rooms
- Clean walls, carpets, windows
- Sort equipment, toys, materials
- File management and office decluttering
- Assemble food kits, school backpacks, or donation materials
- Food prep, delivery, or serving
- Reorganize or clean out a storage warehouse

Working with Others
- Read books or hold activity for children
- Assist the elderly with activities, chores, or simply provide company
- Host an educational training session for clients

Hosting Multiple or Large Projects
Hosting multiple or large volunteer projects is absolutely encouraged and is an important aspect to the success of Day of Action. If your organization is looking to host more than one project or you have something big in mind, contact Bryce Kruger, krugerb@unitedway-york.org. This way we can help you both develop and promote your project(s).
Creating an Agency Account

Registration for Day of Action is through e-Volunteer, and you will need an Agency account.

Step 1 | Do you have an agency account?
Yes: Click “e-Volunteer login” to continue.
No: Follow the below steps to create one.

Step 2 | Website Link
yorkpa.unitedwaypledge.org/Volunteer/VolHome.jsp

Step 3 | Agency Application
Click on “Agency Application” then submit a completed application

Note
An agency account is required to submit a Day of Action project. Please allow a minimum of 24 hours for your application to be processed. Once your agency has been approved, you will receive an email with your account information and a link to your volunteer administrator home page.

Agency Information

Updating Your Agency Information
Whether you are logging in for the first time or already have an account, it’s important that you update your account information at this time. Below are the sections requiring attention.

• Agency Information
• Agency Description
• Agency Contacts

Note
You account information is how both United Way and your volunteers will be able to contact you.
How to Submit Your Project

Submitting Your Project

Submitting Your Day of Action Project

Step 1 | Go to “Agency Opportunities”, scroll down to the bottom of the page, select “Add.”

Step 2 | Fill out the “Opportunity Maintenance” page with information regarding your project.

Important
You should provide as much information as possible in each section of the opportunity maintenance. This is how potential volunteers will learn about your project, and make the decision of whether or not to take part.

Tip
The following sections review best practices when submitting a project.

Important - Required Fields

Opportunity Status (1)
You must select the “Day of Action Submission” status. Once submitted, you won’t be able to view or edit your opportunity until it is approved.

Maximum Number of Volunteers (2)
In order to limit volunteer responses to your opportunity, you must select “Do not exceed maximum referred/assigned”

Events (3)
In order to have your opportunity be grouped with other Day of Action opportunities, you must select “Day of Action” under the events tab.

Tip
All of these fields are required for Day of Action.
**Agency Waiver**

As a Day of Action project host you are required to complete and return a “certificate of insurance release and indemnification” form. Projects will not be approved or published without it.

- Click “Agency Waiver” to download the form

**Important**

If you have multiple projects, be sure to list all of them under the “Project Name & Location” section. If you have more than six projects, please submit a second release form listing those additional projects.

**Tip**

You only have to submit this form once, unless you have already submitted and choose to add an additional project at a later date.

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**Alternative Waiver (Photo Sensitivity)**

If your Day of Action project is held in a discreet location or is sensitive to client privacy, contact krugerb@unitedway-york.org to receive an alternative waiver that does not include a photo release. If you have filled out the alternative waiver, pictures will not be taken at your location and the appropriate United Way staff will be informed so that we can respect your privacy.

**Site Visits**

United Way staff will be sent to project sites to take pictures, connect with volunteers, and answer any questions you might have. Although our goal is to visit every project site, given the number of projects that Day of Action entails, some sites may not be reached.
Frequently Asked Questions

Q| Can I submit more than one project?
A| Absolutely, you can submit as many projects as you have the capacity for, keeping in mind the project guidelines and making sure that you have enough staff and materials to support each project.

Q| What do agencies need to provide at their project?
A| All project sites should be equipped with the appropriate materials and staff support in order to fully utilize your volunteers' time. It’s also strongly encouraged that you provide water and any necessary tools that you haven’t asked your volunteers to bring to the project site.

Q| How does project approval work?
A| Project approval occurs once your project(s) have been submitted via the e-Volunteer website. If there is an issue with your project, the Volunteer Engagement Coordinator will contact you to make the appropriate changes. Once a project is approved, it will be published on e-Volunteer when volunteer registration opens.

Q| Who recruits the companies/volunteers?
A| United Way of York County heavily promotes this event to potential volunteers via press releases, invitation mailings, Campaign Champion outreach, and social media blasts to encourage participants for Day of Action projects. If you are hosting a project or volunteering at one, doing some self-promotion to raise awareness about your project and get others involved always helps, too!

Q| Day of Action T-shirts, how do I get one?
A| In order to receive a Day of Action T-shirt you must volunteer at a project during Day of Action. Volunteers are responsible for submitting their shirt size when they register online and picking up their shirt at United Way the week prior to Day of Action. Agency volunteers are also permitted T-shirts in which a survey will be sent out for sizes.

Q| Who is the primary contact for questions regarding Day of Action?
A| Bryce Kruger, Volunteer Engagement Coordinator. Email him at krugerb@unitedway-york.org, or call 717.771.3809.