

# Group Coordinator Information Pack



**Thank you for your interest in volunteering for Heart of Indiana United Way's Day of Action on September 2, 2021!** Here's a snapshot of the day, so you can plan and recruit your fellow volunteers from your place of business.

## **Day of Action Volunteers can expect to:**

- ✓ Learn about the mission and work of the host organization, and the needs of our community.
- ✓ Have a great time with others while helping out a deserving organization.
- ✓ Have a great team-building experience.
- ✓ Feel great about the work they've done!

Based on your responses to the group volunteer sign up form, your company's volunteers will be assigned to a non-profit site. You will receive information on your non-profit site and project assignment, and whether lunch will be provided. If you choose to receive LIVE UNITED shirts, they will be delivered in advance of the day.

**THANK YOU!**

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Time and Location	Activity	Your Role
<b>8:30 a.m.-12:00 p.m.</b> Morning project shift at assigned non-profit sites	<b>Morning Volunteer Shift</b>	Travel to non-profit project site and roll up your sleeves! Be sure to take before and after photos along with photos of your volunteer team. Be sure to Tweet, Facebook and Instagram your photos with hashtags #DayofActionUW and #InvitedToLiveUnited, along with your company's hashtag. Make your presence known!
<b>12:00 p.m.</b>	Break for lunch OR Break for the Day (if only volunteering for a.m. shift)	Be sure to take a moment to snap some pictures of the finished projects and volunteers.
<b>12:00 p.m.-1:00 p.m.</b> Lunch at project sites or other location	<b>Volunteers' Lunch Break</b> Some sites will provide lunch for volunteers, while others will dismiss volunteers to get lunch on their own.	United Way will notify you if lunch is being provided by the non-profit.
<b>1:00-4:30 p.m.</b> Afternoon project shift at non-profit sites	<b>Afternoon Volunteer Shift</b>	Work at agency project sites. Again, be sure to take photos and Tweet, Facebook and Instagram with hashtags #DayofActionUW and #InvitedToLiveUnited, along with your company's hashtag.
<b>4:30 p.m.</b>	<b>End of Volunteer Work at Sites</b>	Pat yourself on the back! You have been a huge help to an important non-profit in our community. Be sure to snap some photos as you wrap up and post them on social media! Measure the impact of your company's day: the value of 1 volunteer hour in Indiana is \$25.67; total your team's volunteer value and brag on social media!