Overview and Application Instructions

**Overview**

**Friday, October 1, 2021,** is Henry County’s Day of Caring. On this day, volunteers from around Henry County will come together to serve partnering organizations. United Way will match participating organizations with motivated volunteers from local businesses, schools, and service groups who dedicate their time and effort to improve our community. Although volunteers might be working on projects not directly related to the organization’s mission, Day of Caring is a unique opportunity to educate community members about the important work your organization does for the community.

If your organization is interested in participating in Day of Caring as a volunteer site, **please complete the attached application and submit it by 5 p.m. on September 10th**. Applying organizations are not guaranteed participation in Day of Caring. Project approval will be made according to number of volunteers available, project viability, and volunteer feedback from previous Day of Caring events.

**Schedule**

**9am-2pm** Work at project sites (volunteers may arrive as early as 8:30am depending on location)

**2pm** Wrap up work at sites and take photos

**Service Project Examples**

Day of Caring projects in the past have included: indoor/outdoor painting, office cleaning, sorting donations, neighborhood cleanups, serving meals, working with the elderly, landscaping/lawn work, assembling informational packets, etc.

**Contact Information**

Submit completed applications, and any questions, to:

Kim Rogers-Hatfield at Heart of Indiana United Way

[kimrh@heartofindiana.org](mailto:kimrh@heartofindiana.org) // 765-608-3067

**Requirements for Organizations Participating in Day of Caring**

* Assume that volunteers will need training on the project when they arrive at the work site. Allow time for an overview of the non-profit’s work and mission, a tour of the facility, and orientation to work site.
* Show appreciation for volunteers taking time away from their schedule to assist your organization.
* Materials needed to complete Day of Caring projects are the responsibility of the participating organization and must be obtained and in place prior to October 1st. In some cases, volunteers can be asked to bring things such as shovels, tools, etc.; but the organization must specify this on the application.
* **Organizations must provide water for volunteers at work site(s).**
* Develop a back-up list of activities in case the group finishes your projects early.
* Please focus on outdoor projects to reduce potential Covid-19 exposure.
* Projects are accepted at the sole discretion of the Day of Caring committee, which has the right to deny an organization’s application to participate.
* Organizations must have Liability Insurance covering volunteers working at their project site and must provide a Certificate of Liability with the project application.

Volunteer Site Application

**APPLICATION DUE BY 5 PM, SEPTEMBER 10, 2021**

*(Please submit a separate form for each project request)*

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| --- |
| **Non-Profit Name:** |
| **Contact Person:** |
| **Contact Phone Number:** |
| **Contact Email Address:** |
| **Project Site Address:** |
| **What will the volunteers be doing? (Please be as detailed as possible.):** |
| **Weather Contingency Plan (If your project is outdoors, please describe your back-up project(s) in case of bad weather. If you have no weather contingency, please note it.):** |

**Is photography allowed at work site?**

Yes\_\_\_\_\_ No\_\_\_\_\_

**Will your project require any special forms for the volunteers to complete?**

Yes \_\_\_\_\_ No \_\_\_\_

(If yes, please email forms to [jflatford@uwdcin.org](mailto:jflatford@uwdcin.org))

**Please list any items that volunteers will need to wear or bring with them (i.e. rake, shovel, painting clothes)**.

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**Submit completed applications by 5pm on September 10, 2021, to:**

Kim Rogers-Hatfield

[kimrh@heartofindiana.org](mailto:kimrh@heartofindiana.org)

Heart of Indiana United Way

205 W 11th St, Ste A

Anderson, IN 46016

**\*Please send copy of Certificate of Liability Insurance with application**