HOW TO REGISTER YOUR VOLUNTEER PROJECT
Friday, October 4, 2024
1 pm to 4 pm

Register Your Agency's Volunteer Project

1) Read the Project Agreement on the back of this document. By submitting a project for Day of Action, your organization is agreeing to the terms of the Project Agreement.
2) If you already have an agency account, log in to Get Connected.
   a. ***If you do not have an agency account,*** follow these steps for "Creating a Get Connected Agency Account"
      i. Go to volunteer.uwcil.org
      ii. Click "Click here to register your organization" below the blue "Volunteer Now" box in the middle of the webpage.
      iii. Fill out the information requested.
      iv. Your agency request will be reviewed within 1-2 business days; the agency manager will receive an email confirmation when the request is approved.
      v. Once your organization is approved, you can further customize your agency's listing with a logo, photos, a video, and other elements. For assistance in customizing your listing, please visit this link: https://bit.ly/AgencyProfileTips.
      vi. Log in to your new agency account and proceed to #3.
3) Click "My Organization" in the top toolbar near the middle of the screen.
4) Scroll down until you see the word "Opportunities." (located just below the graphic under your organization's name)
5) Click the blue button "Add New Opportunity" to the right side of the screen.
6) Fill out the information for your project; many of the fields are required. For each of the following fields, please enter the specified response:
   a. For "Privacy" select "Private".
   b. For "Initiative" select "Fall 2024 Day of Action".
   c. For "Duration" select "Happens On".
   d. For "Opportunity Date" enter "10/04/2024".
   e. For "Capacity" enter the maximum number of volunteers your project requires.
   f. For "Hours" enter "3".
   g. For "Allow Team Registration" select "Yes".
7) United Way of Central Illinois will coordinate Volunteer Waivers for all Day of Action projects. You can review a sample waiver here: https://bit.ly/45WEDpQ (file is a PDF and will download).
8) Please double check that the project information you entered is as specific as possible; this will help us determine the best volunteer-to-project fit.
9) When the form is complete, click "Create Opportunity".
10) If your opportunity submission is approved, your agency's manager will receive a confirmation email. Please allow 1-2 business days for a response on your project.

Post Registration

11) Promote Day of Action on social media; we will provide sample posts!

Questions? Contact Stacy Kelly at skelly@uwcil.org or 217.726.7000 ext. 204

DAY OF ACTION

Project Agreement
Friday, October 4, 2024*
1 pm to 4 pm

LIVE UNITED
United Way

United Way of Central Illinois

Thank you for your interest in participating in Day of Action. The goal for this event is to promote volunteerism and demonstrate what we can achieve when individuals, organizations and businesses work together.

The Volunteer is the most important person during this event. It is our goal to spark their interest to continue to Get Involved, Give Back, and Take Action on behalf of the non-profit sector in our community. **This year, our goal is to have as many interesting, impactful, and fun projects as possible, so not all projects will be selected for Day of Action.** If Friday, October 4 from 1 pm to 4 pm time does not work for your agency, please contact Stacy Kelly at skelly@uwcil.org or 217.726.7000 ext. 204 to discuss alternatives.

To have the highest chance of being selected, make sure your project connects back to your organization's mission and is a rewarding and memorable experience for the volunteer.

And as always, we require that:
- Projects be safe, fun, and a pleasant experience for the volunteer.
- Projects keep volunteers active and engaged for a full 3 hours. (Please have back-up projects ready just in case)
- Projects be explained clearly and in detail in the proposal so volunteers know exactly what they will be doing and what supplies/tools/clothes they should bring.
- Projects are designed with the untrained volunteer in mind. *(Failure on the part of the volunteers to complete the task often has to do with a lack of on-site training and supervision)*
- **Projects are submitted by the end of day, Monday, August 26, 2024.**
- Volunteer projects to be completed will be safe and non-hazardous or the safety of the volunteers has been ensured through proper equipment and protocols. (i.e. painting=well-ventilated environment)
- You communicate any last-minute special requests of the volunteers (supplies, dress code, etc.) to United Way at least three days prior to your event date.
- All changes to projects are communicated to volunteers at least 72 hours in advance.
- You have drinking water available on site for the volunteers or communicate to volunteers in advance that they need to bring their own water.
- The project will stay as close to the time originally scheduled as possible (Friday from 1:00-4:00 p.m.)
- An adequate number of materials and supplies be provided.
- You give a brief overview of your program/agency (5-10 minutes) and the importance of volunteers.
- You provide them with an opportunity to get re-engaged (i.e. ask them to sign-up for a volunteer newsletter, etc.). *Only data provided by the volunteers themselves on the day of the event can be used for continued communication efforts. Contact information provided by United Way to the site is for event purposes only.*

United Way will:
- Coordinate Volunteer sign-ups through Get Connected.
- Coordinate communication to volunteer groups through Get Connected.
- Send Thank You's on behalf of United Way and your agency within 2 business days of event completion through Get Connected.

Disclaimer:
United Way cannot guarantee volunteers for all Days of Action projects. We will do our best to secure enough volunteers to cover all the projects submitted. If we do not have enough volunteers register, we will communicate with your agency contact about potentially partially filling your request at least one week in advance of the project.

Questions? Contact Stacy Kelly at skelly@uwcil.org or 217.726.7000 ext. 204