

Agency Packet

United Way of Santa Barbara County invites you to participate in the 28th Annual Day of Caring!

Day of Caring has become a Santa Barbara County tradition to many local area charitable organizations. On Saturday, September 14, 2019 from 9am to 12pm more than 1,200 volunteers will spread out over the community to help get much needed projects done.

How to register a project site:

1. Create a project for a minimum of 10 volunteers
2. Fill out this proposal and submit it to Anna Gavin at dayofcaring@unitedwaysb.org by **July 5th**. Space is limited, so be sure to get your application in before the deadline!



Important:

United Way of Santa Barbara County will host this great day by recruiting volunteers in addition to the overall event marketing and coordination. Your organization will be responsible for getting your site ready for volunteers and providing them materials to complete your projects.

DATES TO REMEMBER

July 5th: Project Proposals Due

August – September: United Way inspects projects

August – September: Gather supplies & materials

September 10th: United Way will inform you of your Volunteer Team

September 14th: Day of Caring!

- 8:45am - Be ready at your site with project supervisors
- 9:00am to 12:00pm - Have fun with the volunteers!
- **Volunteer appreciation lunch at Oak Park beginning at 12:00pm.**

Questions?

Contact Anna Gavin at:
 805-882-0508 or
 Check out our website:
www.unitedwaysb.org



Return completed forms to:

Anna Gavin
agavin@unitedwaysb.org
 United Way of Santa Barbara County
 320 E. Gutierrez Street
 Santa Barbara, CA 93101

PROJECT GUIDELINES

1. **Organizations may have a single or multiple projects at their site**
2. **Projects must improve your organization**
 - a. Includes but not limited to: gardening, cleaning, painting, sorting goods, organizing, etc.
3. **10 or more volunteers are required for a project**
4. **Safety is our number one priority for our volunteers**
 - a. Includes but not limited to: no operation of heavy machinery or equipment, no specialized labor projects (i.e. masonry, tiling, etc.), no installations or electrical repair, no unsafe areas including roofs, high trees, etc.
5. **Plan, Prepare, Provide!**
 - a. Plan for enough work to keep volunteers engaged for 4 hours
 - b. Plan well and inform your staff of the project
 - c. Prepare all of the supplies and area(s) that will be worked on
 - d. Provide adequate staffing and instructions for entire 4 hours
6. **Fill out the Project Proposal accordingly (see sample below)**

EXAMPLE Project Title: Playground Beautification

Project Description: Julian School needs help fixing up the playground! Come support your school's beauty!

Who benefits and how: Students have a cleaner and safer environment to play in

Children allowed? Yes Acceptable ages? 8+ Outdoors? Yes Family Friendly? Yes

Handicap Accessible? No Snacks provided? Yes Drinks provided? Yes Tools provided? Yes

Description of Work	# of volunteers	Duration/Timeframe
Painting the wooden playground set	10	9AM – 1PM
Playground cleanup	5	9AM – 11AM

Other Instructions (parking, clothing, tools, etc.): Park on the street in front of campus.

Wear clothing you don't mind getting dirty! Tools will be provided.

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AGENCY PROJECT PROPOSAL

Name of Agency: _____

Description of Agency: _____

Mailing Address: _____

Site Location Address (if different): _____

Contact Name: _____ Pre-event Phone: _____

Email: _____ Event-day Phone: _____

Website: _____ Fax: _____

Total Number of Volunteers Requested: _____ Minimum Age of Volunteers: _____

PROJECT #1

Project Title: _____

Project Description: _____

Who benefits and how: _____

Children allowed? _____ Acceptable ages? _____ Outdoors? _____ Family Friendly? _____

Handicap Accessible? _____ Snacks provided? _____ Drinks provided? _____ Tools provided? _____

Description of Work	# of volunteers	Duration/Timeframe

Other Instructions (parking, clothing, tools, etc.): _____

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PROJECT #2

Project Title:

Project Description:

Who benefits and how:

Children allowed? _____ Acceptable ages? _____ Outdoors? _____ Family Friendly? _____

Handicap Accessible? _____ Snacks provided? _____ Drinks provided? _____ Tools provided? _____

Description of Work	# of volunteers	Duration/Timeframe

Other Instructions (parking, clothing, tools, etc.):

PROJECT #3

Project Title:

Project Description:

Who benefits and how:

Children allowed? _____ Acceptable ages? _____ Outdoors? _____ Family Friendly? _____

Handicap Accessible? _____ Snacks provided? _____ Drinks provided? _____ Tools provided? _____

Description of Work	# of volunteers	Duration/Timeframe

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Other Instructions (parking, clothing, tools, etc.):

PROJECT #4

Project Title:

Project Description:

Who benefits and how:

Children allowed? _____ Acceptable ages? _____ Outdoors? _____ Family Friendly? _____

Handicap Accessible? _____ Snacks provided? _____ Drinks provided? _____ Tools provided? _____

Description of Work	# of volunteers	Duration/Timeframe

Other Instructions (parking, clothing, tools, etc.):

ADDITIONAL COMMENTS:

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