



DAY OF ACTION 2021

Tuesday, September 14, 2021

Project Planning Guide for Nonprofit Organizations

Overview

Tuesday, September 14, 2021 marks United Way of Central Iowa's 27th annual Day of Action.

The day will be powerful and uplifting. As we begin to come back together, we are planning events for hundreds of volunteers throughout Central Iowa.

We match participating nonprofit organizations with skilled and motivated volunteers from local employers who dedicate their time and services to improve our community.

Guidelines

Project Planning

Day of Action is an incredible opportunity to tackle large and small projects at your agency that otherwise may not get accomplished.

Below are some guidelines to better help you plan. The answers you give to these questions will help you assess the appropriateness and scale of your Day of Action projects and will help the volunteers better respond to your needs.

1. Can the project be substantially completed in the allotted working time (9:00 a.m.- 5:00 p.m.) with non-professional workers, allowing time for a welcome, set-up, break down, agency briefing, lunch, and thanks?
2. Is the size and complexity of the project appropriate, considering the volunteers' skills and allotted time?
3. Can you articulate to volunteers the importance of the project in terms of alignment with funding received by United Way of Central Iowa?
4. What is the human power requirement, taking into account space limitations?
5. Does the project require specific skill levels? For example, would you need an electrician or skilled carpenter?
6. What is the need vs. the availability of tools and equipment, including those provided by the agency and by the volunteers? What tools can you provide, and what tools do you need the volunteers to provide?
7. Is the project too hazardous for the volunteers? Does the work require climbing a tall ladder? Is an outdoor work area close to a heavily trafficked street without protective

- barriers? Is there a potential fire hazard, e.g., the use of a propane torch? (Consider potential liability exposure)
8. Will the agency provide someone to organize and/or oversee the work being performed? (It is essential that each agency designate a point of contact that is available most of the day, even if the designated person does not work with the volunteers all the time).
 9. Does the agency have the ability to accomplish the necessary preparatory work in advance of Day of Action, e.g., purchasing necessary materials, installing foundations for a new structure, obtaining municipal permits, etc.?
 10. Are there smaller projects that volunteers can work on if they finish the main project early?

Register your nonprofit's project

To submit a request for Day of Action volunteers, log in to United Way's Central Iowa Volunteer Hub volunteer portal at <https://volunteer.unitedwaydm.org> and enter your opportunities under the "Advanced Events" tab.

- Use this [link](#) to login into your account (If you do not have an account, you can register for one [here](#))
- Choose your agency from the "My Agencies" Tab at the top
- Choose the "Advanced Events" tab in the center of the page
- Choose "Add New Opportunity" – please fill out all fields
 - If you are adding opportunities with more than one shift (i.e. 8 am-Noon and 1-4 pm) please create the opportunities separately. You can use the Clone Opportunity feature to save some time.
 - Under "Team Registration: please select "NO"

Policies and Procedures

Requirements for participating Day of Action nonprofit partners:

- Participating nonprofits must be United Way partner organizations
- Projects are accepted at the sole discretion of United Way of Central Iowa, and United Way of Central Iowa has the right to exclude a project
- Materials needed to complete Day of Action projects are the responsibility of the organization (in some cases, donations may be able to be negotiated with matched business)
- Organizations must meet/visit with Company Project Team Leaders prior to the event

Requirements for Day of Action company/business partners:

- Company must designate a Project Team Leader
- Company Project Team Leader is responsible for recruiting the confirmed number of volunteers
- Company Project Team Leaders must visit with their assigned organization prior to the event

Once all Day of Action projects have been registered and published by United Way, you will be able to view groups or individuals that have selected your projects as well as make any edits to your listing.

Bad Weather Plans

Each nonprofit partner is responsible for making its plans in case of inclement weather. Day of Action is not automatically canceled due to bad weather; however, you may have changes to your project plans. When you register your projects, you will be asked to identify your plans in case of bad weather, whether you choose to cancel, reschedule, or modify your project. Please communicate your plans so the volunteers are aware ahead of time. On Day of Action, the nonprofit partners and business partner leaders will communicate directly with each other regarding any changes in plans.

For questions regarding Day of Action

If you feel you need some assistance in planning your projects, United Way of Central Iowa can visit with you to evaluate the feasibility of the project(s) you have in mind. Contact:

Ramona (Moni) Gaukel
Volunteer Engagement Officer
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For assistance with the Central Iowa Volunteer Hub database:

Anna Schaber
Volunteer Engagement Specialist
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