



DAY OF ACTION 2023

Tuesday, September 12, 2023

Corporate/Business Planning Guide

OVERVIEW

Tuesday, September 12, 2023, marks United Way of Central Iowa's 30th annual Day of Action.

The day will be powerful and uplifting. We are planning events for hundreds of volunteers throughout Central Iowa.

On this day, volunteers from around central Iowa join United Way partner organizations to work on one-time service projects. Participating nonprofit organizations are matched with skilled and motivated volunteers from local employers who dedicate their time and services to improve our community.

Day of Action is a unique opportunity for you to show your company's commitment to the community, establish relationships with local organizations, and strengthen the volunteers' awareness of your mission.

How Can Our Company Participate in Day of Action?

To register your organization to participate in Day of Action, please follow these steps:

1. Visit the [Central Iowa Volunteer Hub](#) to see what projects are available and to sign up.
2. Designate a Project Team Leader for each project you select. The Project Team Leader will be responsible for registering participants and communications within your company.
3. Download the Checklist for Corporate Project Team Leaders for help along the way.

Email us with any questions! Please connect with your United Way contact or email Joy Talmon, Volunteer Engagement Officer, at joy.talmon@unitedwaydm.org. We are here to help!

Policies and Procedures

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 Leader is responsible for confirming the number of volunteers no later than Wednesday, August 30th. If numbers are not confirmed, United Way cannot guarantee those spots will remain available to your company.

- Company Project Team Leaders must visit with their assigned organization prior to the event.

Requirements for participating Day of Action **nonprofit partners:**

- Participating nonprofits must be United Way partner organizations.
- Projects are accepted by 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 negotiated with matched business).
- Organizations must meet/visit with Company Project Team Leaders prior to the event.

Bad Weather Plans

Each nonprofit partner is responsible for making its own plans in case of inclement weather. Day of Action is not cancelled due to bad weather; however, the agency may have changes to your project plans. Nonprofit partners are asked to communicate their plans so the company project team leaders are aware ahead of time. On Day of Action, the nonprofit partners and company project team leaders will communicate directly with each other regarding any changes in plans.

For questions regarding Day of Action

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