DAY OF ACTION 2025

Tuesday, September 9

Checklist for Corporate Project Team Leaders

Preparing for Your Day of Action Project

Please review this checklist to be sure that your volunteers (and the nonprofit partner your group is working with) get the most out of your time together.

Once Your Project has Been Selected

Arrange for an on-site visit or phone conversation with your nonprofit partner by August 30.

After signing up for your specific projects, each Project Team Leader is responsible for scheduling a visit/phone conversation to the appropriate nonprofit partner prior to Day of Action. The purpose of the visit/conversation ensures that:

- The requirements and scope of the project(s) are understood
- Any questions are answered prior to Day of Action
- Supply issues can be addressed
- Start and end times as well as ideas for lunch are discussed
- Project Team Leaders have a better idea of how to delegate work to their team
- Project Team Leaders obtain specific task information to communicate to their teams
- Everyone knows what to expect

Gather Input from the Nonprofit Partner

Discuss plans with your nonprofit partner contact.

- Share your group's goals so that the nonprofit knows what you are trying to achieve. They may be able to suggest creative ways to accomplish your goals.
- Review with the nonprofit partner any specific requests they may have of your group for donations, skills, etc. While visiting the site, you may develop your own ideas of what you can offer.
- Check for nonprofit partner policies on photographing their site, clients, etc. Make sure plans do not conflict with any rules.

Plan Ahead

Walk through each part of the project.

Try to anticipate all your needs (for supplies, for your volunteer team, for the nonprofit partner). Some typical needs are:

- Directions to the location
- Time for an agency tour
- Appropriate attire
- Cameras, film, and cellular phones
- Meals, snacks, water
- Restroom accessibility
- Vans or trucks (to transport supplies or volunteers)
- Nonprofit partner capacity for refreshments, food (refrigerator space, tables and chairs)
- Tools and equipment – What can the nonprofit partner supply? What might volunteers bring?

Consider the risks.

Every project probably contains a certain amount of risk, even if it is just dust in the eyes. Consider what precautions need to be made to protect the volunteers, staff, and/or clients involved in the project. Take time to identify, minimize, and eliminate the risks. For example:

- Make sure you have the necessary supplies, such as work or rubber gloves, dust masks, goggles, safety vests, etc.
- Block off a sidewalk that runs past an open swimming pool near the work area.
- Prepare for possible weather conditions–extra water if it is hot, ponchos if it is raining, breaks inside if it is cold.

Organize the day's activities.

- Assume that your volunteers will need training on the project when they arrive at the work site. Allow time for an overview from the nonprofit partner, a tour of the facility, and an orientation to the work site (for restroom locations, etc.)
- Work with the nonprofit partner contact to make contingency plans:
- Design different jobs and schedules to avoid bottlenecks or boredom. (e.g., at a painting project, someone must tape and paint the trim before the walls).
- Develop a back-up list of activities in case the group finishes early.
- Determine back-up plans or a back-up date if inclement weather will prohibit completing an outdoor project.

Generate Interest

Publicize the project.

- The more excited you are about the project, the more excited others will become. Inform your Community or Human Resources department about the project. Advertise the project through your communications (e.g. flyers, e-mail, voicemail, newsletters, word-of-mouth, table tents, etc.).

Two Days Before the Project

Finalize your plans.

- Review all plans with the Nonprofit Partner Contact.
- Confirm who from the nonprofit partner will be available to your group in case of questions or problems.
- Finalize your list of volunteers.
- Review everything with your volunteers:
  - Directions, lunch arrangements, time frames, etc.
  - Advise them to dress in work clothes appropriate to the project.
  - Ask them to bring work tools from home, if necessary.

After the Project

Evaluate the project and celebrate your accomplishments.

- Recognize and thank your volunteers. Post pictures of the event in a prominent place.
- Get feedback–evaluate the project and its effect on the volunteers, the company, and the nonprofit partner.

For Questions Regarding Day of Action

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Thank you for your continued support and participation in United Way of Central Iowa's Day of Action. Together, we can make a difference!