

United Way of Lackawanna and Wayne Counties
615 Jefferson Ave. • Scranton, PA 18510
PO Box 526 • Scranton, PA 18501-0526
PO Box 328 • Waymart, PA 18472
570.343.1267 • 570.969.2977 (fax) • www.uwlc.net



**DAY OF
CARING**
TWENTY TEN 9.02.10

June, 2010

Dear Agency Partner,

As our United Way continues to embark on the LIVE UNITED movement to advance the common good for all in our community, we are pleased to announce **Day of Caring 2010!** Our region's highly anticipated volunteer effort which mobilizes hundreds of people into our community has been scheduled for **Thursday, September 2, 2010.** Please note that unlike in previous years, Day of Caring 2010 will be held BEFORE Labor Day!

Day of Caring remains one of the largest human service events in the history of our community. Perhaps your organization could use a fresh coat of paint, or maybe some light cleaning, landscaping or minor repair work. In addition to applying some elbow grease, perhaps the volunteers could work with your staff members on clerical duties, special programming opportunities or in direct service with your clients, consumers or members. The possibilities are limitless! For more information, please refer to the attached fact sheet or contact Nikki Keller at 343-1267 or via email at nkeller@uwlc.net.

If your agency would like to participate in this year's Day of Caring, please complete the attached Volunteer Opportunity form and return it in the envelope provided. You may also email the information to nkeller@uwlc.net or fax the form to 969-2977. Please return the form no later than July 30, 2010. After we receive your completed form and coordinator's info, we will begin matching your organization with our roster of caring volunteers!

As in prior years, we are planning a special event to celebrate Day of Caring as well as the kickoff to our annual fundraising campaign. More information about this exciting event will be coming to you as soon as the details are confirmed!

If you have any questions, please forward them to nkeller@uwlc.net or call (570) 343-1267. We thank you in advance for caring and look forward to another successful year with this exciting project!

With warmest regards,

Nancy Jackson
Nancy Jackson, Inc.
Chair, Day of Caring 2010

Nikki Keller
United Way of Lackawanna and Wayne Counties
Coordinator, Day of Caring 2010

Day of Caring '10 sponsored by

Pennstar
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LIVE UNITED™



DON'T JUST WEAR THE SHIRT - LIVE IT! ROLL UP YOUR SLEEVES AND MAKE A DIFFERENCE. DAY OF CARING. September 2, 2010.

Agency Readiness

For more than a decade, Day of Caring (DOC) has worked to mobilize 1,000's of volunteers into the community to experience firsthand the work of the United Way and its partnering agencies.

- Day of Caring is scheduled for Thursday, September 2, 2010. Remember that **Day of Caring will happen RAIN OR SHINE!!!**
- Courtesy of Pennstar Bank, all participants will receive a LIVE UNITED T-shirt! Email Nikki at nkeller@uwlc.net with the number and size of t-shirts your agency would like. Sizes are M, L, XL and XXL with a limited number of S and XXXL available.
- Volunteers serve a maximum of one full day although we may ask you to accommodate half-day participation.
- Volunteers will report to their assigned agencies between 9 and 9:30 a.m.
- Each agency should provide a sign-up sheet for volunteers and will collect signed release forms from the volunteers.
- Agency should provide a brief orientation and facility tour for volunteers.
- Please provide volunteers with lunch and light refreshments (esp. beverages) throughout the day.
- Your agency must provide all supplies/materials needed to accomplish the tasks at your organization.
- Remain flexible. Keep in mind that these are individuals who may be volunteering for the first time...make the experience an enjoyable one! Some volunteers may find they cannot complete a particular task at your organization so please have alternatives available.
- Please have someone assigned to the volunteers at all times to assist in their assigned tasks, answer questions and "troubleshoot" when necessary.
- You are responsible for the volunteers while they're at your facility. Please ensure a safe working environment.
- If a medical emergency/accident should happen, follow your normal procedure for handling such occurrences and inform the United Way (343-1267) immediately.
- Photographers and/or members of the media may be visiting your agency during Day of Caring. Please be accommodating to them and steer them away from anyone at your facility who cannot be photographed/recorded.
- Once the volunteer assignments are made, you will be contacted with the name(s) of the DOC Coordinator(s) from the company(ies). Please contact them and inform them of any details, your location, etc.

Our goal for this event is to provide the volunteers with a meaningful and significant experience which will leave a lasting impression of the great value of your organization to the people of our community. As many past agency participants can attest, many of these volunteers will become life-long friends of your organization!!!

Sponsored by



Questions? Contact Nikki Keller at
(570) 343-1267 or nkeller@uwlc.net.



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Agency Volunteer Opportunity Form

Agency Name:

Contact Person:

Telephone Number and Extension:

Email:

VOLUNTEER OPPORTUNITY #1 (Please be as specific as possible) - Attach additional sheets as necessary

Location/Address (Please specify county):

Special skills needed:

Estimated number of volunteers needed:

Description of whom the volunteers will be working with (ie staff, clients, etc.)

VOLUNTEER OPPORTUNITY #2 (Please be as specific as possible) - Attach additional sheets as necessary

Location/Address (Please specify county):

Special skills needed:

Estimated number of volunteers needed:

Description of whom the volunteers will be working with (ie staff, clients, etc.)

**THANK YOU FOR PARTICIPATING IN DAY OF CARING '10!
Please return completed form NO LATER THAN JULY 30, 2010.
Fax to Nikki Keller at 969-2977 or email the info to nkeller@uwlc.net.**

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