

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

July, 2010

Dear Friend of United Way:

As our United Way continues 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 this is the Thursday BEFORE Labor Day!**

Day of Caring is celebrating its 16th anniversary as one of the largest human service events in the history of our community. Each year, hundreds of committed individuals from caring companies come together during Day of Caring to provide countless hours of volunteer service to the many worthwhile organizations in our community that count on us for support. *In fact, the value of the completed projects through the years has surpassed the \$1 million mark—all because of caring people like you and your team.*

To sign up for Day of Caring 2010, please follow these simple steps.

1. Fill out the attached **Interest Indicator form** to let us know you will be participating and return it by **July 30th**. (You can also email the information to Nikki at nkeller@uwlc.net)
2. *Let the volunteer recruitment begin!* Return the completed **Volunteer Roster** by **August 13th**. *If you are unable to have the names and shirt sizes of all your volunteers by that date, simply let us know the number of volunteers you expect to have participating. We cannot make agency assignments until we know the number of volunteers participating from each company.* You can then forward the details about your volunteers to us at a later date.
3. Attached you will find a **Volunteer Release** form that must be completed and signed by each member of your Day of Caring team. Please duplicate as necessary. Your team will turn their Volunteer Release forms in on Day of Caring at their assigned agency.
4. Please return all forms except the Volunteer Release Forms to: Nikki Keller • UWLC • 615 Jefferson Ave. • PO Box 526 • Scranton, PA 18501-0526. You may also email the information to nkeller@uwlc.net or fax it to (570) 969-2977.
5. Once we know the final number of volunteers participating, we will match your volunteer team with various agency projects and contact you with your team's assignment(s). Please note, that due to various constraints within the partner agencies, we may not be able to place your entire volunteer team at a single location.

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 UNITEDTM



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

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Volunteer Recruitment

For more than 15 years, Day of Caring (DOC) has worked to mobilize thousands 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!!!**
- The first step is to appoint an internal DOC '10 Coordinator and return the Interest Indicator to the United Way.
- Talk it up!! Be enthusiastic as you recruit your colleagues to join us for this special day! Post volunteer sign-up sheets in the staff lounge and/or other common areas. Send email messages encouraging your colleagues to sign-up as DOC '10 team members.
- Complete and return your volunteer roster which will detail the number of volunteers participating from your company/organization and their names, t-shirt sizes, etc.
- Have all volunteers sign a release form (provided by United Way) and take completed forms to your assigned agency/agencies (REQUIRED).
- Volunteers serve a maximum of one full day although we can arrange for half-day participation.
- Volunteers will report to their assigned agencies between 9 and 9:30 a.m.
- All participants will receive a LIVE UNITED T-shirt! Please encourage your volunteers to wear their shirts on DOC '10!
- Photographers and/or members of the media may be visiting your assigned agency during Day of Caring. Please notify the United Way of anyone from your company/organization that cannot be photographed/recorded.
- Once the volunteer assignments are made, you will be contacted with the representative(s) from your assigned agency(ies). Please work with them for all details, location, directions, materials needed, etc.
- HAVE FUN! Remember, your team is making a significant and positive impact on your community!

**Questions? Contact Nikki Keller at
(570) 343-1267 or nkeller@uwlc.net.
THANK YOU FOR CARING!**

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LIVE UNITED™ 
United Way of Lackawanna and Wayne Counties

DAY OF CARING '10



Interest Indicator



**Yes! Count us in for this one-of-a-kind community project!
I'm going to start recruiting volunteers!**



Company/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day of Caring '10 Coordinator: _____

Phone: _____ Fax: _____

Email: _____

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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LIVE UNITED 
United Way of Lackawanna and Wayne Counties

Volunteer Release Form *Please duplicate as necessary.*

I _____, hereby release, indemnify and hold harmless the United Way of Lackawanna and Wayne Counties, the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (including any caused by negligence), in conjunction with the United Way event, entitled Day of Caring 2010, conducted at (agency name) _____ on Thursday, September 2, 2010.

I likewise hold harmless the above named agency. In addition, I hereby grant the United Way of Lackawanna and Wayne Counties and its assigns permission to utilize any photographs or videos taken of me.

Signature _____ Date _____

Witness _____ Date _____

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