

ORGANIZATIONS LIVING UNITED



The United Way Week of Caring brings community volunteers face-to-face with local non-profit and community organizations. Through hands-on projects, community volunteers are afforded a unique education about social service programs and an opportunity to make a difference in the lives of others through service. The Week of Caring helps those who donate their time, talents and resources see first-hand the link between their contributions and vital community services.

Benefits of participating in the Week of Caring

- Improves the quality of life in our community.
- Increases understanding between businesses, non-profits and the public.
- Enables companies to strengthen team building and volunteers to develop skills and form new relationships.
- Provides a way for volunteers to feel good about making an impact in just a single workday.

Checklist for your non-profit or community organization

- Develop ideas for non-profit or community organization projects
- What tasks could groups of volunteers perform that would enhance the lives of your clients?
 - Interactive projects – reading to children, cooking, data entry, etc.
 - Collections – food, clothing, books, toys, toiletry items
 - Maintenance and landscaping projects – painting, gardening, cleaning

- What tasks could groups of volunteers perform that your agency's clients do not have the ability to accomplish on their own?

- Housekeeping
- Maintenance and landscaping
- Shopping

- Carefully estimate the number of volunteers needed.

Getting registered

- Complete and return the enclosed registration form by Friday, August 7, 2009. *Please duplicate and complete one form for each project.*
- *Project proposals returned after August 7th may not be accepted.*

Getting matched

Projects will be offered to volunteer teams for consideration during the Week of Caring Match Party:

Thursday, Aug. 13, 2009

7:30 a.m. - 8:30 a.m.

Big Brothers Big Sisters

3805 Fortune Drive, Suite 2, Lafayette

We invite you to send a representative to the Match Party.

Once a project is selected by a Week of Caring volunteer team, United Way will contact the non-profit or community organization, and the volunteer team crew leader will follow up.

Project number: _____

For UW staff only

2009 Week of Caring Project Proposal

Agency/community organization: _____

Project site address: _____

City/State/Zip: _____

Contact name: _____

Telephone number: _____

E-mail: _____

Best time to call: _____

Alternative contact/number: _____

Describe the project to be completed. Please be as specific as possible. _____

Which category best describes this project? (Please check one.)

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Interactive | <input type="checkbox"/> Maintenance – Construction |
| <input type="checkbox"/> Maintenance – Painting | <input type="checkbox"/> Office | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Arts and crafts | <input type="checkbox"/> Shopping | <input type="checkbox"/> Collections |
| <input type="checkbox"/> Other _____ | | |

Is your project a re-occurring project? _____

If so, how often? _____

Over please!

One form per project, please copy form as necessary.

2009 Week of Caring Project Proposal

continued from previous page

Will members (i.e., staff, volunteers) of your non-profit or community organization be involved in this project? Yes No

Approximate duration of project: 2-4 hours 4-6 hours 6-8 hours

Number of volunteers needed (not including those listed above):

1-10 10-15 15-25 over 25

Volunteer expectations

What supplies do your volunteers need to supply for this project? (Gloves, paint, brushes, mulch, flowers, etc.) _____

What equipment do your volunteers need to complete this project? (Power washer, extension ladder, etc.) _____

Non-profit or community organizations are encouraged to secure needed equipment for these projects. (In some cases, companies may be able to assist with needed equipment.)

Do you desire assistance in obtaining needed equipment? Yes No

Agency expectations

Non-profit or community organizations are encouraged to secure supplies for these projects. (In some cases, companies may be able to assist with purchases.)

Do you desire assistance in purchasing supplies? Yes No

Approximate costs of related materials:

Less than \$100 \$100 to \$250 more than \$250

One form per project. Please copy form as necessary. Project confirmation cards will be sent in August.

Please return form by August 7, 2009 to:

Sammi Dummel, United Way of Greater Lafayette

1114 East State St., Suite 200 • Lafayette, IN 47905

You're invited to a Match Party!

Week of Caring Match Party
7:30 - 8:30 a.m. • Thursday, Aug. 13, 2009
Big Brothers Big Sisters
3805 Fortune Drive, Suite 2 • Lafayette

Week of Caring
United Way of Greater Lafayette
1114 East State St. #200
Lafayette, IN 47905

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Week of Caring • Sept. 14-20, 2009



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