

# DON'T JUST WEAR THE SHIRT, LIVE IT!

## DAY OF CARING 9.20.2017

United Way of Muscatine (UWM) invites you to participate in our **11<sup>th</sup> Annual Day of Caring Part One** on **September 20, 2017!** On this day, we hope to have a team complete a meaningful project for your agency or a client in need.

Day of Caring exemplifies Living United when business partners join with local civic and community groups to connect with others in the Muscatine community who need our help.

There are so many benefits to your agency uniting with our community on Day of Caring. Prior to September 20, we will strive to match your organization with volunteers that will be able to complete a project of your choosing. We encourage you to submit as many projects as needed. There are no guarantees on every project being matched. We will try to accommodate your preferences. This Day of Caring is with adults only.

See the attached forms to:

- Request a project(s)

All entries must be submitted to: United Way of Muscatine, 208 W. 2<sup>nd</sup> St. Ste. 201, Muscatine, IA 52761 or fax (563) 263-8572 **no later than September 1, 2017**. All forms must be completed in their entirety. There will be a meeting for all projects on Thursday September 14<sup>st</sup> 2017 3:00PM at United Way. Contact Nichole Sorgenfrey at (563) 263-5963 or e-mail [nichole@unitedwaymuscatine.org](mailto:nichole@unitedwaymuscatine.org) for more information.

Together, united, we can inspire hope and create opportunities for a better tomorrow. That's what it means to **LIVE UNITED**.



DAY OF CARING 9.20.2017

United Way of Muscatine

Project Request Form

(One project per form; please complete entire form)

Agency/Nonprofit/School: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Agency Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Project Location: \_\_\_\_\_

**Day of Caring Project:** Please be as specific as possible. Include the type of work (heavy lifting, moving, etc.), what type of skills are needed (painting, climbing, etc.) and where the work will be done – outdoors, indoors, with clients, with other volunteers, off-site, etc. Please use back of page if needed.

*Project manager's review meeting and training Thursday, September 14, 2017 at 3 p.m. at United Way of Muscatine office.*

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

5.) \_\_\_\_\_

6.) \_\_\_\_\_

7.) \_\_\_\_\_

8.) \_\_\_\_\_

9.) \_\_\_\_\_

10.) \_\_\_\_\_

Are there any confidentiality/ liability issues concerning the project, location or clients?

Plan for inclement weather: \_\_\_\_\_

Will debris need to be hauled away: \_\_\_\_\_ First Aid Kit (Y/N): \_\_\_\_\_

**Check One:**  Full-Day Project    Half Day:  Morning     Afternoon     Indoors     Outdoors

**Number of Volunteers Required:** At least \_\_\_\_ No more than \_\_\_\_ Can you supply water/snacks: \_\_\_\_

Specific skills/clothing required: \_\_\_\_\_

Supplies/funds provided by Agency: \_\_\_\_\_

Specific Supplies Needed (coordinator's responsibility to have on site and available):

Notes (ex: volunteers exposed to poison ivy, allergy issues, or pregnant that could be affected by the project): \_\_\_\_\_

▪ **Meeting**

Thursday, September 14, 2017, 3 pm at United Way of Muscatine office.

**Breakfast & Lunch will be held TBD. Please RSVP:**

Breakfast (7:30-8:30am)                      # in attendance: \_\_\_\_\_

Lunch (11:30am-1:00pm, drop by)                      # in attendance: \_\_\_\_\_

Please fax, mail or email this form to (563) 263-8572 or mail to 208 W. 2<sup>nd</sup> St. Ste. 201, Muscatine, IA 52761 **September 1, 2017**. Attach separate form if necessary. Contact Nichole Sorgenfrey at (563) 263-5963 or [nichole@unitedwaymuscatine.org](mailto:nichole@unitedwaymuscatine.org) for any questions or comments you may have.