

## Day of Caring Guidelines

Thank you for partnering with the United Way of the Battle Creek and Kalamazoo Region (UWBCKR) to coordinate a Day of Caring for your team! A day of Caring (DoC) is a special one-time volunteer project which supports our shared aspirations that all kids reach their first birthday and graduate high school, and that all individuals have access to meaningful employment and housing, and a safety net that supports their basic needs in times of crises. We ask that you read through our guidelines and best practices below to ensure an impactful and fun experience for your group.

### Best Practices

#### When establishing a date and time range for your Day of Caring:

- **The most successful DoCs are requested 4+ weeks in advance.** This allows 2 weeks for the identification of an impactful opportunity, and 2 weeks for recruitment of volunteers.
- While **requests for opportunities on a specific day** can be accommodated, such requests narrow the possible opportunities that our non profit partners may be able to provide.
- **The most successful DoC projects are 2-4 hours long**, to ensure all volunteers are kept busy for the full timeframe.

#### When establishing the group size for your DoC:

- **A maximum group size of 10 is highly recommended;** smaller groups are more successfully recruited for and easier for our non profit partners to accommodate.
- **As a general rule, UWBCKR will plan no more than one DoC event per day per company and will not exceed a group size of 20, to ensure a high quality experience and UW staff presence. For ways to engage larger groups, please see our Pop Up Volunteering menu.**

#### For requesting your DoC:

- **Once the date range, time range and target group size are determined, that information can be submitted to UWBCKR's team by emailing [getinvolved@uwbckr.org](mailto:getinvolved@uwbckr.org) or completing the web form found at <https://www.changethestory.org/what-we-do/volunteer/>**
- **Please also include any other pertinent information**, including any special interests, organizations of interest, or skills you would like to utilize.

#### To track your impact:

- **A template Sign In sheet will be provided for your DoC. Post event, please email the completed log to [getinvolved@uwbckr.org](mailto:getinvolved@uwbckr.org), so we can track your group's hours and impact teams.**

### **\*\*Cancellation Policy\*\***

Cancellations should be avoided if at all possible, as they negatively impact our non profit partners, the clients they serve, and also hurt UWBCKR's ability to plan great DoC in the future. **In the event that you need to cancel your Day of Caring we ask that you provide us with at least 7-10 business days notice.**