



## How to: At-Home Volunteering

**Thank you for supporting United Way's Home For Good 2020!**

Whether you're assembling Home Essential Packs or making Tie Fleece Blankets, this guide will provide your company with information to support at-home volunteering for your employees.

Guide Contents:

1. **Select Project(s) & Sign Up**
2. **Project Supply Purchasing**
3. **Plan your Timeline**
4. **Promote Volunteer at Home Projects**
5. **Schedule Drop-off at United Way**
6. **Volunteer Thank You!**

### **COVID-19 SAFETY MEASURES:**

*If you choose to host a volunteer project within your company, please ensure appropriate safety measures are in place, including compliance with the latest CDC guidelines. If your company is not able to ensure these measures are in place, or your company is not comfortable accepting the increased risk posed by volunteering in person, you should not host an in-person volunteer project at your company.*

### **Project Recommendations:**

- Limit number of volunteers allowed in project location at one time
- Setup project tables / chairs to best allow for social distancing
- Require all volunteers to wear a face covering & have extra masks on hand if needed
- Sanitize items in use by multiple volunteers (i.e. pens, scissors)
- Provide hand sanitizer & gloves to volunteers
- Communicate all safety measures & requirements with volunteers prior to arrival

## 1. Select Project(s) & Sign Up

Select which project(s) your company will complete:

- Assemble Home Essential Packs
- Make Tie Fleece Blankets
- Or BOTH!

Sign up on [UWHomeForGood.com](http://UWHomeForGood.com) to let us know project(s) type & quantity.

- *Note: Your employees are welcome to sign up on their own as an individual, or your company can choose to coordinate a company goal and submit a signup as a group.*

## 2. Project Supply Purchasing

Determine who will purchase project supplies:

- **Company will purchase project supplies**
  - If your company chooses to purchase all the supplies needed for the project(s), coordinate a designated time/place for employees to pick up project materials.
  - We recommend asking employees to sign up and commit to completing a specific number of items. Employees will pick up project supplies to take home and complete designated number of projects.
- **Will ask employees purchase own project supplies**
  - Promote the opportunity to volunteer at home, with employees signing up on the website as individuals

Specific notes for each type of project:

1. Assemble Home Essential Packs –
  - a. Please make sure to purchase the correct size, description, & quantity of the items listed for each pack.
2. Tie Fleece Blanket –
  - a. Scissors are needed to complete this project.
  - b. See Fleece purchasing and tying instructions PDF on [UWHomeFodGood.com](http://UWHomeFodGood.com)

In-kind Donation Tracking: Please complete an in-kind donation form for your donated items– this is important for United Way’s donation records.

- **If your company is purchasing all the supplies**, please submit one form via the link below.
- **If your employees are purchasing their own supplies**, please share the link below for each individual to complete.

**Link to complete in-kind donation form:** <http://bit.ly/UWHomeForGood>

### 3. Plan your Timeline

Identify the following key dates:

1. **Project kickoff** – send email to promote Volunteer at Home projects
2. **Project supplies pick-up day(s)** at your location (if company is purchasing supplies)
3. **Completed project drop-off day(s)** – when / where can employees drop-off completed packs and/or blankets?
  - a. Give yourself a buffer of at least two days out from your scheduled drop-off day at United Way to ensure all items are completed on time.
4. **United Way Drop-off day** - you will be asked to select one of these drop-off dates on your online signup:

**Drop-off dates/times:**

- Wednesday, September 16, 11am - 3pm
- Tuesday, September 29, 3 - 7pm
- Saturday, October 17, 10am – 2pm
- Tuesday, October 20, 2 – 6pm
- Saturday, October 24, 10am – 2pm
- Thursday, October 29, 2 – 6pm

### 4. Promote Volunteer at Home Projects

Volunteer United can provide promotional materials to support your Volunteer Project,

including:

- Promotional Poster
- Promotional Postcard
- Email Communication Sample
- Email Photo Banner

Please email [VolunteerUnited@gtcuw.org](mailto:VolunteerUnited@gtcuw.org) to receive promotional materials.

Make sure any email communications shared with employees include:

- Volunteer Project goal
- Completed Project drop-off location / deadline
- Main contact person to reach out to with questions related to the project

## 5. Schedule Drop-off at United Way

Determine who from your team will deliver your completed items to United Way on your scheduled drop-off day. Please let the Volunteer United team know your estimated drop-off time, once determined.

Depending on the number of projects you complete, a few employees can volunteer to deliver the items, or you can hire a courier to transport the items.

## 6. Volunteer Thank You!

At the close of your Volunteer Project, record your volunteer project success!

Send a final email communication to your employees sharing your collective impact and thank everyone for their participation.