



## How to: Coordinate Volunteering at Home

**Thank you for supporting United Way's Home For Good 2023!**

This guide provides information on how to coordinate Volunteer at Home opportunities with your employees.

Guide Contents:

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

## 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.org](http://UWHomeForGood.org) 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 to purchase own project supplies**
  - Promote the opportunity to volunteer at home, and encourage your employees to participate by signing up as individuals at [UWHomeFodGood.org](http://UWHomeFodGood.org)

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 at [UWHomeFodGood.org](http://UWHomeFodGood.org)

In-kind Donation Tracking: Please complete an [in-kind donation \(bit.ly/UWHFG23\)](http://bit.ly/UWHFG23) 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 for each individual to complete.

### 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 to ensure all items are completed on time.
4. **Drop-off day** –You will be asked to select a drop-off location on your online signup. View list of drop-offs on the Home For Good website.

### 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

Determine who from your team will deliver your items to your selected drop-off location.

Depending on the volume of items you expect, a few employees can volunteer to deliver the items, or you can hire a courier to transport the items. If you have a high volume of donations, please contact [VolunteerUnited@gtcuw.org](mailto:VolunteerUnited@gtcuw.org) to coordinate a drop-off date/time.

### 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.