



## 2024 Day of Caring Guide for Nonprofit & Community Partner Projects

**Friday, September 27, 2024**, will be United Way of Northeast Arkansas' 30th annual Day of Caring. On this day, volunteers from local businesses and organizations will come together to complete service projects as part of what is now one of the largest community service project days in Northeast Arkansas. Participating nonprofit organizations and community partners are matched with volunteers from local businesses and organizations to complete needed projects in our area.

### How can your nonprofit or organization host a project for Day of Caring?

- Identify a project that is appropriate for completion by non-professional workers.  
***\*If you have a project in mind that requires special skills or tools, please submit your project and make note of the special skills or tools needed on your application. We will do our best to accommodate the need!***
- Submit a project request form located on our website at [uwnea.org/dayofcaring](http://uwnea.org/dayofcaring). Please feel free to request more than one project for your organization—just be sure to submit a **separate** request form for each project.
- Identify a project coordinator from your organization to oversee communication prior to the event and to be on site the day of the event.
- **Materials and Site Visit:**
  - Materials needed for the completion of your project are the responsibility of the project site. Our Day of Caring volunteers are providing the labor for project completion. ***Ensure all materials are ready to go on the project site visit date of September 11th. Failure to not have materials on site by September 11th may result in project cancellation.***
  - September 11th Site Visits: Our committee will visit all project sites and meet with project coordinators to ensure projects are ready to go for teams! Times will be scheduled with site coordinators previous to the visit.
- Establish an inclement weather plan—plans may include a modification or backup project, rescheduling with the assigned team leader, or cancelation of the project.

United Way and/or its volunteer committee will send out project assignments by September 20th. We will share your assigned team and team leader with you at this time.

### Important dates for nonprofit project coordinators:

- August 30: Project request forms DUE
- September 11: Project Site Visits take place between 8:30am – 12:00pm
- September 20: Team assignments & project confirmations emailed out
- September 27: Day of Caring! Teams should begin arriving between 8:30 am – 9:00 am

### Contacts:

Day of Caring Chair: Audrey Guinn, [AGuinn@radiogroup.com](mailto:AGuinn@radiogroup.com)

United Way Project Coordinator: Heather Coats, [heather.coats@local.unitedway.org](mailto:heather.coats@local.unitedway.org)

United Way Teams Coordinator: Erin Calhoon, [erin.calhoon@local.unitedway.org](mailto:erin.calhoon@local.unitedway.org)