



United Way of the Black Hills

Thank You
for Participating!

TOOLKIT FOR SUCCESS!



2023 Month of Caring

September 1st - 30th

unitedwayblackhills.org



CONTENTS

MONTH OF CARING

Overview and Guidelines	3
Sponsorship Opportunities and the Kickoff	4-5
Team Leader Responsibilities	6
T-Shirts	6

PROJECT PLANNING

Project Ideas	7
Team Leader/Site Coordinator Checklist	8
Bad Weather Plan	9
Safety	9

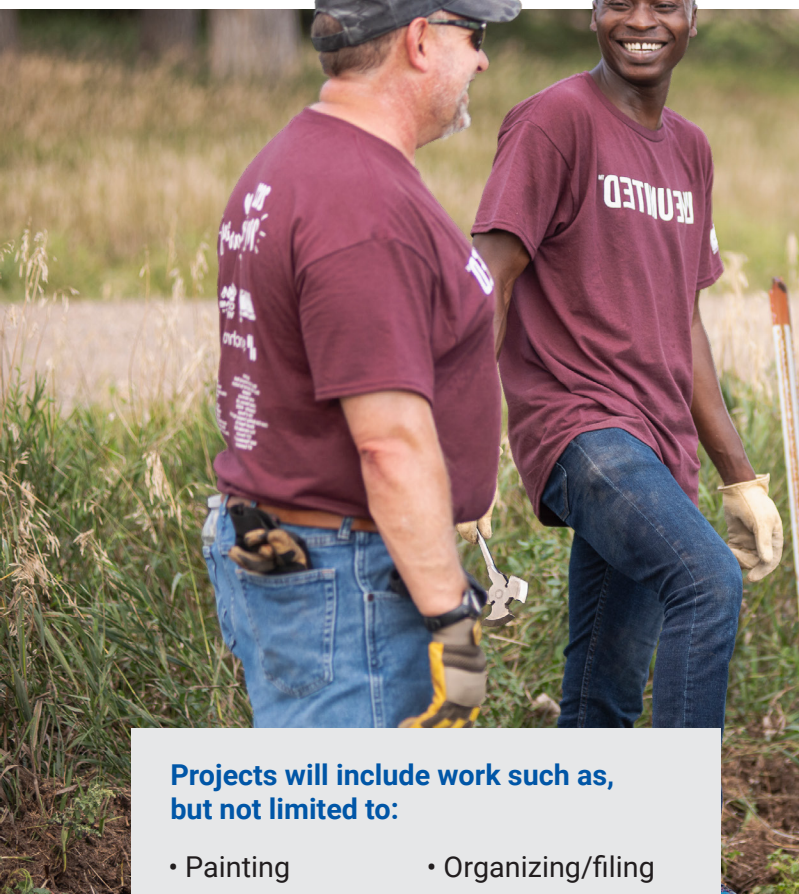
MARKETING AND FEEDBACK

Social Media Ideas	10
Volunteer Waiver.....	11

CONTACT

United Way of the Black Hills
unitedwayblackhills.org/month-caring
terri@unitedwayblackhills.org
[605.343.5872](tel:605.343.5872)

GIVE BACK!
FEEL GOOD!
HAVE FUN!



Projects will include work such as, but not limited to:

- Painting
- Planting
- Fixing
- Cleaning
- Lawn care/landscaping
- Organizing/filing
- Sorting/packing donations
- Building (shelves, fences, etc.)

Project Recipient Options:

- Private individuals (elderly, disabled, military personnel, etc.)
- United Way partner agencies
- Social welfare organizations
- Civic agencies (parks, schools)
- Private non-profit organizations and faith-based organizations

OVERVIEW AND GUIDELINES

The United Way's Month of Caring offers a unique team-building experience for you and your employees and is an opportunity for your business to showcase how much the Black Hills community matters.

The Month of Caring gives your business the chance to tackle projects large and small. Your first step is to dream up a project for your organization.

MONTH OF CARING MADE POSSIBLE BY YOU

The Month of Caring would not be possible without the generosity of community businesses and individuals.

This year, the United Way is debuting a new team [corporate sponsorship package](#). Your business can reach over 50,000 people in the Black Hills by being spotlighted during our new Volunteer Recognition Event at the Central States Fairgrounds (September 7 at 4:00PM-6:30PM) We'll also be featuring our corporate partners on radio and social media

streaming. The Month of Caring's audience has never been larger.

The 2023 Volunteer Recognition Event will be on **September 7th, from 4:00PM-6:30PM**

For more information on how you can support Month of Caring, please check out page 5 to review our different levels of sponsorship.

Contact Terri terri@unitedwayblackhills.org or call [\(605\) 343-5872](tel:605-343-5872) if you are interested.

GIVE. ADVOCATE. VOLUNTEER.





MONTH OF CARING SPONSORSHIPS

Be seen by the people of the Black Hills as a business that cares about its community. The Month of Caring is an opportunity for local businesses to partner with the United Way and help the public recognize the immensity of United Way's impact on the people of the Black Hills—something that reflects on business sponsors, as well.

MONTH OF CARING SPONSORSHIPS ARE DUE BY JULY 31ST

SPONSORSHIP LEVEL BENEFITS	PLATINUM PAINTBRUSH \$1,500 +	GOLD SHOVEL \$1,000	SILVER SCREWDRIVER \$750	BRONZE HAMMER \$350
Banner at Volunteer Event	✓			
Verbal Recognition	✓	✓		
Business Logo Featured on MOC Website	✓	✓	✓	
Business Name Featured on MOC Website	✓	✓	✓	✓
Business Logo on T-Shirt	✓			
Business Name on T-Shirt		✓	✓	✓
Speaking Opportunity	✓			

TEAM LEADER RESPONSIBILITIES

The generosity and dedication of team leaders make Month of Caring possible. They are volunteers from your organization who have chosen to take on a leadership role for a project.

It is important that team leaders and site coordinators (from project site) meet, exchange contact information, and remain in contact throughout the planning process.

Begin by identifying a local project you and volunteers would like to participate in and fully complete the project description form online.

Project Registration Form:

<https://bit.ly/ProjReg>

Volunteer Registration Form:

<https://bit.ly/UWTeamReg>

- Set a date in September that your team of volunteers will be available to complete the project.
- Prior to meeting with site coordinator and assessing project needs, make sure all project materials are delivered to the project site for volunteers on the day of.
- Plan volunteer tasks to ensure project flows smoothly and volunteers are kept busy.
- Spread the word! Contact volunteers at least one week prior to the event to inform them what they should wear, bring for supplies, and prepare them for the work ahead.
- Work with site coordinator to prepare site for volunteers.
- Greet and direct volunteers upon arrival and supervise work. Make sure volunteers have work to do, are safe, and having fun.
- Make sure each volunteer completes a volunteer waiver.

T-SHIRTS

**PLEASE HAVE SIZES AND QUANTITIES SUBMITTED
NO LATER THAN JULY 31ST**

to terri@unitedwayblackhills.org.

PROJECT IDEAS

OUTDOOR MAINTENANCE AND PRESERVATION:

- Lawn and garden work
- Paint picnic tables/park benches/decks/patios
- Clean a camp or play area for children
- Paint fences
- Plan a yard clean-up: weeding, planting, raking, pruning shrubs

RESTORATION/REPAIR WORK:

- Paint the inside or outside of a building
- Wash windows and walls
- Assemble play gym for children
- Sort and repair organization toys and equipment
- Maintain local trails...bike path, M-hill

OTHER:

- Work at a local nonprofit
- Organize storage closets
- Prepare emergency medical kits for clients
- Help out at a food pantry

PROJECTS TO BE AVOIDED:

- Projects that need technical designs or skills
- Projects that may be unsafe for the volunteers
- Projects that require complex or time-consuming preparatory work such as obtaining multiple permits, building concrete foundations, scraping old paint, clearing a field, etc.
- Projects that will not provide a sense of accomplishment for the volunteers
- Projects that cost more to make than it would to purchase

GIVE BACK! FEEL GOOD! HAVE FUN!

TEAM LEADER /SITE COORDINATOR CHECKLIST

- ☐ **ARRANGE FOR AN ON-SITE VISIT**
 - Ensure that both parties understand the full scope of the job
- ☐ **CREATE PROJECT NEEDS LIST**
 - What materials, tools, and skills are needed?
- ☐ **DELEGATE REQUIRED PLANNING TASKS**
 - Review needs list
 - What can the organization supply?
 - What can volunteers bring?
- ☐ **WALK THROUGH EACH PART OF THE JOB**
- ☐ **COMMUNICATE NEEDS TO VOLUNTEER TEAM**
 - Directions to location
 - Appropriate attire
 - Meals, snacks, water, etc.
- ☐ **ORGANIZE THE DAY'S ACTIVITIES**
 - Volunteer for kick-off registration
 - Brief agency introduction
 - Project overview
 - Supervise volunteers
 - Lunch
 - Water
- ☐ **PROJECT DAY**
 - Have fun! Take pictures and share on social media and with United Way of the Black Hills
- ☐ **ATTEND VOLUNTEER APPRECIATION EVENT ON SEPTEMBER 7TH**



BAD WEATHER PLAN

Month of Caring dates will not be canceled or postponed due to weather. Organizations should have a contingency plan in case of inclement weather on the chosen day for the Month of Caring. Bad weather plans should be communicated to United Way, who will make the information available to volunteers.

SAFETY

To help avoid the potential hazards that can occur during any event of this nature, please review the safety guidelines below to help ensure that the Month of Caring is both a rewarding and safe experience for everyone involved.

****Only properly trained individuals should work with potentially dangerous tools or equipment.****

Below are some actions to think about if an accident occurs:

- Prior to any work being done, ensure that you have the volunteer fully complete and sign the liability form (forms supplied by United Way).
- Stay calm. Have all of the other volunteers stop working if there is any reason to believe that the work is unsafe or if the volunteers simply cannot focus sufficiently on the project's task.
- If a volunteer is injured, designate someone else to oversee the other volunteers so that you can focus on the injured volunteer.
- Try to determine the seriousness of the injury/accident. Ask if there is a volunteer that may have some training to assist the injured individual (i.e., a doctor, nurse, or EMT).
- If the person has a serious injury call 911 immediately. Then call a friend or family member of the injured person.
- If the person has a minor cut or scrape, administer first aid and document the incident.
- Ensure that all appropriate agency representatives are aware of the injury/accident.

SOCIAL MEDIA

Spread the Month of Caring love and share the amazing work you are doing on social media. This is also a great way to find more people who might want to volunteer. Also, post on your social media and tag us.

  @unitedwayblackhills  @UWBlackHills

REPORTING BACK

Once your project is complete, please send your group photos to terri@unitedwayblackhills.org.



VOLUNTEER WAIVER

I, _____, hereby release, indemnify, and hold harmless United Way of the Black Hills, its officers, directors, employees, successors, assigns, legal representatives, organizers, sponsors, owners or lessees of project sites, volunteers and supervisors of all its activities, from any and all action, causes of, and liability arising from or in any way connected with my volunteer participation with the 2023 Month of Caring events.

I further understand that I am expressly assuming all risk, including but not limited to, all risk of injury or death associated with my volunteer participation in the 2023 Month of Caring events.

I further grant permission to United Way of the Black Hills to use, without cost, any photographs, videos, or audios taken of me during the 2023 Month of Caring for publicity purposes.

I acknowledge that I am of legal age, have read this release and am voluntarily and intelligently executing this release as a legal and binding document on this date

_____, 2023

Print Name_____

(Participant) (As you want it to appear on certificate)

Signature_____ T-shirt size _____

Team Leader's Signature_____

Business _____

Phone/Cell Number_____

Emergency contact and phone number_____

This form MUST be returned to United Way by August 31, 2023!