



United Way
of Southern Maine

UNITED WAY OF SOUTHERN MAINE 2024 DAY OF ACTION

Participation Agreement

Agency Name: _____

Thank you for agreeing to host a Day of Action project(s). Please review the following responsibilities, sign, and date the form, and return it to UWSM by **April 5th, 2024**.

Agency Responsibilities

- Plan one or more projects connected to UWSM's work that will make a meaningful impact on your organization and on the participants who volunteer.
- Ensure planning includes creation of a schedule for the day with volunteer sign-in, agency introduction (including project impact and connection to UWSM's work), breaks, photography, refreshments/meals, back-up projects/inclement weather plan, and recognition on-site and/or post-event.
- Post project information on VolunteerME Southern Maine website by specified deadline.
- Participate in a site visit or phone call prior to the project. Answer questions and provide additional information as requested.
- Do not communicate directly with companies about volunteer registration as this must be done through the VolunteerME Southern Maine website. Refer any companies/ employees who contact you directly to UWSM.
- Provide proof of liability insurance by submitting a Certificate of Liability Insurance to UWSM by specified deadline.
- Designate primary and secondary points of contact who will be on-site to supervise the project. These representatives will be ready to greet volunteers between 8:30 a.m. and 8:45 a.m. and serve as the host/hostess for volunteers.
- Ensure volunteers receive a brief introduction to your organization upon arrival including project impact and connection to UWSM's work. You may offer a tour at lunchtime and more information to ensure they understand the impact of the project. Use talking points provided by UWSM to connect your project to UWSM's work. Volunteers will come ready to get to work, so try to make your morning welcome short and meaningful.
- Provide adequate supervision throughout the project. If you have a large and/or detailed project or if volunteers will be situated in different locations, ensure that more than one person knows the tasks and details in case multiple volunteers have questions. Identify additional supervisors or volunteer leaders if needed.
- Provide all supplies for the project (including supplies for any back-up projects). The project should not rely on volunteers bringing their own tools, but you may suggest they do.
- Prepare back-up projects in case the original project is completed ahead of schedule. Often volunteers are very enthusiastic and finish projects sooner than expected.
- Have realistic expectations. For example, volunteers who are painting typically cannot scrape, prime, and apply a finish coat on the same day.
- Ensure a safe environment for volunteers. Do not allow volunteers to use power equipment (rototillers, chain saws, woodchippers, etc.) unless specifically trained or experienced with them. Painting and repairs should be at a first-floor level or things that can be done from a step ladder. Volunteers under the age of 18 may not use ladders.

- Provide water/beverages throughout the day, access to restrooms, and a way to wash hands.
- Thank volunteers throughout the day and provide some type of recognition at the end of the day. (This can be verbal, a certificate, thank you notes signed by clients, etc.) Optional: get everyone together at the end of the project for a group photo! Share it on Facebook, in your newsletter, via emails, for recognition, etc.

UWSM Responsibilities

- Provide corporate and other partners with a diverse selection of projects on Day of Action.
- Provide technical assistance related to posting projects on the VolunteerME website.
- Provide talking points to help agencies make the connection to UWSM’s work.
- Coordinate with UWSM to conduct site visits or calls with all locations prior to Day of Action.
- Coordinate with company contacts to ensure as many projects as possible are filled.
- Provide sign-in procedures ensuring all volunteers agree to a liability waiver, media release, confidentiality agreement, and provide an emergency contact. Note: Agencies may also need to have volunteers complete their own forms.
- Designate staff and committee members to visit sites throughout the day to assist with sign-in and social media coverage.
- Communicate volunteer expectations (what to bring, wear, etc.) to company/group leaders.
- Send follow-up surveys to solicit feedback from volunteers, company team leaders, and agencies, and share ideas for improvement.

Liability Insurance

Agencies must have liability insurance and submit a Certificate of Liability Insurance to UWSM. This is an annual request and is familiar to most insurance companies. You’ll need to submit one this year even if you did last year.

- United Way of Southern Maine should be named as the Certificate Holder.
- Description of Operations: United Way of Southern Maine Day of Action – June 2024.

Organization Approvals

	submits this project for 2024 Day of Action with my full support.
Name of Agency	
Name of Agency Executive Director	Signature/Date
Name of On-site Contact	Signature/Date

Please submit the Certificate of Liability Insurance and this signed Participation Agreement to UWSM by April 5th, 2024. Copies may be emailed to volunteer@uwsme.org.