

LIVE UNITED DAY 2017

United Way
of Northwest Arkansas
UnitedWayNWA.org



Planning for the Day

Thorough preparation on behalf of all organizations participating in Live United Day is key to making the experience a positive one for both your organization and the volunteer teams! Please take time to plan for the event in the following ways:

General Preparation:

- Make sure all supplies needed are on site and ready for volunteers.
- Provide water and snacks for volunteers, if possible.
- Remind clients and staff of the activities.
- Have a **first aid kit** (Band-Aids, aspirin and ice packs)

Connecting with Your Volunteers

- United Way NWA staff will provide your organization with a list of volunteers and contact information **one week prior to Live United Day**.
- Confirm with your volunteers the arrival time. (Keep in mind that the Kickoff Breakfast Rally is scheduled to end at 9AM, but volunteers could be at your door earlier than planned dependent on travel time.)
- Did you **fill** all your volunteer spots? Be prepared to be flexible with your organization's if you have not.
- Is there ample **parking** for your volunteers? If not, make alternate plans. Suggest car-pooling to your volunteers if necessary.

Risk Management

- Evaluate your project, acknowledge and identify potential risk factors.
- Establish effective supervision procedures.
- Ensure that volunteers are covered by your agency's insurance policy.
- Communicate with your volunteers about risks involved and determine their qualifications.
- Do you need to provide waivers of any type for your volunteers to sign?

