

# LIVE UNITED DAY 2018

United Way  
of Northwest Arkansas  
UnitedWayNWA.org



## On Live United Day Checklist

1. Allow time for event set up and clean up.
2. When your Live United Day volunteers arrive on site, have them sign in and complete any organizational paperwork.
3. Welcome Steps:
  - a. Each volunteer has been given a volunteer button to wear at the site to help identify them.
  - b. Thank them for participating.
  - c. Introduce your staff to the volunteers.
  - d. Describe your agency's clients and services. If you serve a particularly difficult or sensitive client population and they are not directly involved in the project, help the volunteers understand why. Explain to the volunteers the partnership with United Way.
  - e. Explain any necessary confidentiality issues.
  - f. Give volunteers a tour of your organization. Please keep this as brief as possible. Your volunteers will be excited and ready to work.
4. Review project details with your volunteer team
  - a. Review any necessary time restraints and limitations.
  - b. Inform them where the bathrooms and drinks are, and when lunch will be.
  - c. Provide any necessary training or orientation.
5. Be accessible to volunteers and answer questions as necessary.
6. Keep in mind:
  - a. Have cold refreshments, including cups, available throughout the day, especially if you have an outdoor event.
  - b. Have trash facilities available.
  - c. Have extras of things you will need the most of (hammers, scissors, masking tape, etc.) (Review the supply list)
  - d. Have a First Aid Kit on site (including a bee sting kit, band-aids, aspirin, and ice packs).
7. As in past years, a United Way staff or Board Member will visit most project sites to thank volunteers and take photos for social media. *Please refer to the Social Media Toolkit for day-of social media handles and information.*

### United Way Resource Development Team Day of Contact Information:

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