

10/07/22 Day of Caring Communication Checklist

Agency Communication

- **Communicate with your volunteer group and UWWF of any changes to your project.**
- **Submit your DOC Interest Form (8/24)**
- **Post your project on Get Connected (8/24)**
 - Description
 - Expectation
 - Start time/End time
 - Contact Information
 - Capacity
 - Restrictions
 - Necessary forms
- **Introductions – Meet & Greet (9/20)**
 - Discuss your agency and the important work you provide to the community.
 - Set up a rain make-up date
- **Project site visit (9/20-10/6)**
 - Contacts
 - Tools
 - Parking
 - Safety concerns
 - First aid kit
 - Restrooms
- PPE
- Lunch

Ideas of What to Bring (depending on your project)

- Water
- Gatorade
- Cooler
- Ice
- Sunscreen
- Bug spray
- Glove
- Safety glasses
- Ear Plugs
- First Aid Kit
- Towels
- Knee pads
- Table
- Camera

10/07/22 Day of Caring Communication Checklist

Volunteer Team Communication

- **Communicate with your project site and UWWF of any changes to your team.**
- **Submit your DOC Interest Form (8/24)**
- **Forms**
 - T-shirt order form (noon 9/2)
- **Sign up on Get Connected (9/3-9/17)**
 - Volunteers must create Get Connected profiles
 - Select Team Leader
 - Respond as a Team
- **Introductions – Meet & Greet (9/20)**
 - Volunteer list
 - Set up a rain make-up date
- **Shirt distribution – Meet & Greet (9/20)**
- **Project site visit (9/20-10/6)**
 - Contacts
 - Tools
 - Parking
 - Safety concerns
 - First aid kit
 - Restrooms
- Dietary restrictions
- PPE

Ideas of What to Bring (depending on your project)

- Water
- Gatorade
- Cooler
- Ice
- Sunscreen
- Bug spray
- Glove
- Safety glasses
- Ear Plugs
- First Aid Kit
- Towels
- Knee pads
- Table
- Camera