

DAYS OF CARING 2010

Instructions for Agency Participation

Eligibility: Participation in Days of Caring is open to all 501c3 and government agencies serving Marion, Polk, and Yamhill Counties. Priority will be given to current United Way Funded Agencies and HandsOn Partner Agencies.

Step 1: Propose Your Agency's Project(s)

- 1) Download the Days of Caring Project Proposal Form at HandsOnMWV.org/Blog/
- 2) Complete one form for each project you are proposing. Your agency can propose as many projects as you wish. Please note that proposing a project does not guarantee that your project will be completed.
- 3) Submit completed proposals to Melissa Gibler, mgibler@unitedwaymwv.org. **Project Proposals are due by Friday July 2nd at 5:00PM.**
- 4) Notification of project selection will occur on or before Friday, July 30th.

Step 2: Submit Days of Caring Agency Agreement (1 per agency)

- 1) Download the Agreement at HandsOnMWV.org/blog/
- 2) Have the form signed by both the agency Executive Director and the lead contact for the project(s) being proposed.
- 3) Return to Melissa Gibler, mgibler@unitedwaymwv.org by **Friday July 2nd at 5:00PM.**

Step 3: Attend All In A Day's Work Training and Days of Caring Agency Meeting

All host agencies are required to attend a Days of Caring Agency Meeting and the *All In A Day's Work* Training. The following dates consist of a 30 minute Days of Caring Agency Meeting followed by a 1.5 hour Training. If your agency has already completed the *All In A Day's Work* Training, you are still required to complete an Agency Meeting.

Tuesday, August 10th 8:00am-10:00am
Wednesday, August 11th 3:00pm-5:00pm
Thursday, August 12 12:00pm-2:00pm

All trainings are located at United Way. To register please visit HandsOnMWV.org/Blog

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