

# Project Planning / Questions to Ask Day of Caring

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United Way  
of Yellowstone County



Day of Caring is a great opportunity to tackle large and small projects at your agency that otherwise may not get accomplished. Given the unique service opportunity, try to plan creative, worthwhile projects that volunteers will enjoy and that will make an impact on the services you provide.

Below are some guidelines to better help you plan. The answers you give to these questions will help you assess the appropriateness and scale of your Day of Caring projects, and will help the volunteers better respond to your needs.

## **Project Assessment Criteria: Questions to Ask**

1. Can the project be substantially completed in the allotted working time with non-professional workers, allowing time for set-up, break down, briefing on work of agency, volunteer task and safety training and refreshment break?
2. Is the size and complexity of the project appropriate, considering the volunteers' skills and allotted time?
3. What is the number of volunteers that will be needed, taking into account the scope of work and space limitations?
4. Is the project too hazardous for the volunteers? Does the work require climbing a tall ladder? Is an outdoor work area close to a heavily trafficked street without protective barriers? Is there a potential fire or other hazards? (Consider potential liability exposure.)
5. What will volunteers need to bring with them to help them be safe; for example, sunscreen, gloves, heavy shoes, water, etc.?
6. What is the need vs. availability of tools and equipment?
7. Does the project require any special permits? Have you checked with the local code official? (New construction and renovation work often requires a permit. Many types of maintenance repairs which affect primarily the surface or finish characteristics of a structure do not.)
8. Will the agency clients be present? Are young children or elderly persons likely to be around the work area while the work is in progress? Does the performance of work need to be coordinated with the clients' schedules?
9. Will the agency be able to provide someone to organize and/or oversee the work being performed? (It is essential that each agency designate a point of contact that is available during the project.)
10. Does the agency have the ability to accomplish the necessary preparatory work in advance of Day of Caring, e.g., purchasing necessary materials, installing foundations for a new structure, obtaining municipal permits, etc.?
11. Are there smaller projects that volunteers can work on if they finish the main project early?
12. What plans do you have in case of inclement weather?