

## **TEAM LEADER INSTRUCTIONS**

### **PROJECT REVIEW CHECKLIST**

#### **Day of Caring 2010**

**Congratulations** on being selected as a Volunteer Team Leader for Day of Caring 2010. Volunteer leaders and community leadership are important elements in mobilizing communities for change. In recognition of this and to fulfill requirements of its affiliation with Points of Light & HandsOn Network, the United Way Volunteer Center has committed to expanding its efforts to engage volunteer leaders.

Though Day of Caring Team Leaders do not have responsibility for completely organizing a project, they are asked to take responsibility for providing leadership for an employee team and coordinating with the project host site(s) in reviewing project plans.

Each employee group volunteering at an agency needs to have a Team Leader to serve as the contact between their organization and the agency hosting the project(s).

#### **ONCE THE PROJECT HAS BEEN SELECTED**

1. **Familiarize yourself with the Team Leader responsibilities outlined in this instruction guide.**
2. **Arrange for an on-site visit BEFORE September 3 with the appropriate agency/project host site project coordinator**

#### **DURING THE SITE VISIT**

**Discuss plans with the nonprofit agency contact.**

Go over the project plans with the agency project coordinator using the following checklist for your discussion:

1. Specific details of the project
2. Project schedule which should include:
  - Agency overview/tour of facility
  - Orientation to project and work site
  - Safety orientation/training
  - Breaks
  - Clean-Up
3. Possible special needs of volunteers
4. Materials and equipment are identified and will be secured
5. Special instructions for volunteer safety:
  - Appropriate attire
  - What volunteers need to bring (sunscreen, gloves, water, etc.)
6. Agency rules, policies and procedures (including those related to photographing site, clients, etc.) that volunteers need to know
7. Any special instructions that would be helpful (such as where to park, etc.)
8. Bad weather plans
9. Exchange key contact information to maintain communications prior to and on Day of Caring as needed
10. Risk Review (see next item)

## **RISK REVIEW**

Every project contains a certain amount of risk, even if it's just dust in the eyes. Consider what precautions need to be made to protect the volunteers, staff, and/or clients involved in the project. Take time to identify project tasks, identify potential risks and have plans to minimize, and eliminate the risks.

**Go over the risk assessment checklist below:**

Verify that:

1. Safety training will be planned and presented to all volunteers prior to the start of work and will include:
  - Location of safety equipment, phone and first aid kits
  - Task instructions
  - Safety precautions (hydration, etc.)
  - Host site policies/procedures regarding accidents/incidents
  - Emergency and/or emergency evacuation procedures
  - Location of first-aid kit or assistance and working phone with emergency numbers
2. Volunteers will not work alone
3. Power tools/equipment will be checked for safety by qualified tradesperson and power tools will not be used by volunteers unless they are trained to do so and without prior authorization.
4. Water for hydration and other items needed for safety such as personal protective equipment will be available
5. Agency personnel and team leader will ensure all volunteers are properly dressed for the task prior to the start of activities
6. Agency will have their accident report forms available for agency use if needed

<b>AFTER THE SITE VISIT</b>
-----------------------------

### **1. Conduct a follow-up meeting with volunteer team**

Meet with your volunteer team members to be certain everyone is informed about project details

- Discuss and distribute information obtained during the visit.
- Discuss tasks, risk factors and potential assignments for volunteers.
- Discuss proper attire and any items volunteers need to bring for appropriate precautions (hard-toed shoes, sunscreen, gloves, etc.)
- Check to be sure you have waivers/photo releases (**Remember to make an extra copy. for you, the team leader, to have at the project site in addition to the one turned in when you pick up T-shirts.**)

### **2. Arrange to pick-up T-shirts, turn in waivers and receive accident/incident report forms and instructions at times below:**

**Wednesday, September 8, 12 Noon – 6 p.m.**

**Thursday, September 9, 8:30 am - 1 p.m.**

### **3. Deliver banner and/or door prize(s) for Kickoff lunch during T-shirt pick-up hours**

## **ON DAY OF CARING**

1. You or a team member remove and take your banner from the Shrine after lunch
2. **Have the following with you at the project site:**
  - **List of volunteers and copies of signed waivers with emergency contacts for each volunteer. (Have extra copies of waiver form in case of last minute substitution and the need to secure a signed waiver.)**
  - **United Way accident/incident report form and instructions**
3. Assist agency coordinator as needed in delegating tasks to volunteers and monitoring their activities
4. Maintain contact with volunteers and agency project coordinator throughout the project to assess:
  - Progress of project
  - Need for breaks
  - Engagement of volunteers
  - Need for reassignments
5. At end of day bring volunteers together with agency project coordinator for a debriefing and wrap-up (include thank you to volunteers and to agency host site)

## **AFTER DAY OF CARING**

1. Complete the on-line Day of Caring evaluation provided by United Way and pass along to volunteer team members for them to complete.
2. Return any new waivers/photo releases obtained at project site (this should rarely occur but if it does, please see that United Way gets a copy for their files)

**THANK YOU FOR SERVING AS A TEAM LEADER FOR DAY OF CARING 2010**