



Employee Engagement

Volunteer Toolkit



GIVE. ADVOCATE. VOLUNTEER
**United Way of North
Central Iowa**



Why United Way is Your Best Choice for Volunteer Engagement



WE KNOW OUR COMMUNITIES

No other organization is better equipped than United Way to connect volunteers to the needs in our communities. We've been working to help north central Iowa for over 95 years.

We partner with more than 25 nonprofits throughout the region. We have the capability and the capacity to connect you to countless volunteer opportunities.



WE MATCH YOUR GOALS TO COMMUNITY

Whether you are looking for unique, rewarding team-building opportunities, business-to-business networking or a great fit for your corporate responsibility platform, United Way can meet your company's needs. Our engagement staff will help craft a custom volunteer experience that will be fun, and most importantly, impactful to our community.



WHAT DOES VOLUNTEERISM DO FOR YOUR COMPANY?

Build your team:

Engaging current and prospective employees in a community partnership strengthens talent retention, boosts morale and provides staff development opportunities.

Build your business:

Community involvement helps you reach a broader audience. You can see increased sales and improved client relationships.

Build your reputation:

Community focus strengthens you as an industry and community leader with stakeholders, employees and customers.



Our Volunteer Process

To organize an activity for your team, email medirector@unitedwaynci.org. Each request is handled with quality customer service, so please allow 3-4 weeks to develop your project.

Our Marketing and Engagement team will work with you to identify the appropriate partner or program to coordinate an opportunity for you.

Once you have selected an activity and it's confirmed, our team will continue serving as a liaison to ensure your volunteer day is well organized.

Policy and Procedures

1. Submit your project request a minimum of 3-4 weeks before your desired project date. Please allow 4-6 weeks of planning for multiple projects or a series of dates.
2. Assign a company team leader to communicate to employees about the event including volunteer assignments, clothing recommendations, directions and parking. United Way will provide all information to the company team leader for communication.

To schedule a planning session with staff, please email medirector@unitedwaynci.org.

Please note: A budget may be required for these projects. For companies who provide an annual volunteerism budget, for their employees, additional customized opportunities are available. Team LIVE UNITED shirts can be created as part of your volunteerism package.



UNITED WAY WILL WORK WITH YOUR COMPANY
TO CONNECT YOU
TO A VOLUNTEER OPPORTUNITY THAT MEETS YOUR OBJECTIVES



Employee Team Opportunities Examples



EDUCATION

- Build a Born Learning Trail - Boost school readiness in everyday moments.
 - Book Drive - Support a drive to collect books for area children.
 - Build literacy kits - Give families an at home learning activity for early childhood development.
 - Ready to children to encourage a love of reading and phonics development.
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Health

- Construct Meals on Wheels place mats to brighten meal times.
 - Community Baby Shower- Collect, assemble and deliver supplies to ensure a healthy start for newborns of at-risk moms.
 - Build Health Kits - Provide hygiene and first aid items to families living in poverty.
 - Serve a meal at the Community Kitchen.
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Income

- Provide Financial Literacy Education - Teach families and children about managing finances and a budget.
 - Shoe Box Kit Build - Collect and fill kits with travel-sized toiletries for low-income community members.
 - Linen/Blanket Drive - To provide to area shelters and at-risk youth.
 - Luggage Drive - Collect and organize gently used luggage to be provided to youth in the foster care system.
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* A budget may required for these projects

Can't Leave the Office?

Volunteer through On-Site Volunteer Projects.

Nonprofits are extremely limited in resources and many times need assistance in purchasing supplies needed to complete community services activities, including those organized at a company. Some projects may include supplies. However, companies are encouraged to provide supplies for on-site projects when resources are limited.

➔ **Children's Book Drive**- Collect new or gently used children's books to encourage childhood literacy.

➔ **Fleece Scarves**-Make fleece scarves to support homeless shelters and individuals during the winter months.

➔ **Pen Pals**-Become part of the RSVP Pen Pals program and write letters to children to help develop writing and reading skills in area children.

➔ **Holiday Cards**-Create a holiday card shower for those who may not be receiving greetings, such as Meal on Wheels participants and nursing home residents.

➔ **Food Drives**-Organize a food drive for families in need and develop a sorting and packing day to organize the items you collect.

➔ **Sock Drive**-Collect socks and other baby items for parents who are in United Way early childhood partner programs. Many of the parents are in need and don't have basic items for their newborns.

➔ **Bookmarks**-Create bookmarks for preschool or middle school children who participate in United Way's Partner Agency Programs RSVP Reading Buddies or Reading Coaches.

➔ **First Apartment Send-Off**-Collect new or gently used household items to donate to children aging out of the foster care system and transitioning to their first apartment. Develop a sorting and packing day to organize the items you collect.

➔ **Linen and Things**-Collect new or gently used sheets and blankets for use in the Homeless Shelter. Develop a sorting and packing day to organize the items you collect.



Individual Volunteer Opportunities



Individuals can volunteer with United Way as Well!
We work with individuals to connect them to rewarding opportunities here in north Iowa.

- Share your professional expertise with organizations that help.
- Sort or serve food at a local food pantry.
- Read to children at a program or an event.
- VITA - Help individuals and families in need complete their tax returns.
- Join a Board or Committee at a United Way or a partner agency.
- Over 55? Connect with RSVP to serve as a Reading Buddy, Reading Coach or Pen Pal!
- Got an hour a week? Mentor a young person with one of our partner agencies.
- Join Women United to become engaged with our work in a unique way.



United Way Volunteer Opportunities

- **United Way Board of Directors**- Provide stewardship of the organization.
- **Campaign Cabinet Volunteers**- help build support for United Way during the Annual Campaign.
- **Finance Committee**- Provide financial oversight and ensure transparency to our supporters.
- **Community Impact Teams**- Review applications for funding and decide allocations.
- **Special Events Committee**- Help us get the word out about United Way in our community!
- **United Way of North Central Iowa Day of Caring**- Put a team together and complete a project at our nonprofit partners!



Corporate Volunteer Project Request Form

Company:		Dept:
Address:		
City, State, Zip:		
Contact Person:	Email:	
Phone:	Today's Date:	
Company's Facebook account:	Other Social Media?	

Focus Area Company would like to serve:		<input type="checkbox"/> Education	<input type="checkbox"/> Income	<input type="checkbox"/> Health
Location:		<input type="checkbox"/> No Preference		
		<input type="checkbox"/> Outside of Workplace	<input type="checkbox"/> Inside of Workplace	
1.	Project Budget:			
2.	Expected Number of Volunteers:			
3.	Are family members volunteering as well, or only associates?			
	<ul style="list-style-type: none"> If Family members are volunteering, what is the youngest age? 			
4.	Desired date of services:			
	<ul style="list-style-type: none"> Is date of services flexible? Weekday or weekend? 			
5.	Desired start time:			
6.	Desired end time:			
7.	Maximum distance from company location:			
8.	Does the company have any special needs or restrictions?			
Preferences: (Please note that we will do our best to match your preferences, however, it may not always be possible)				
1.	Would the company and/or employee volunteers be willing to donate necessary materials, if needed, to complete the project and offset costs for the agency? (e.g, paint, rollers, etc?)			
2.	Is there a preference for "people projects" (e.g. serving with children or seniors) or physical labor such as painting or landscaping?			
3.	Agency Preference:			
4.	Please provide any additional details:			

For internal use only;

Internal Contact: _____ Initial follow-up: _____