

HOW TO REGISTER YOUR VOLUNTEER PROJECT

When: *Springfield-* Friday, October 3, 2025

***Out of Town-* Thursday, October 2, 2025**

Time: 1 pm to 4 pm

Register Your Agency's Volunteer Project

- 1) Read the Project Agreement attached to this document. By submitting a project for Day of Action, your organization is agreeing to the terms of the Project Agreement.
- 2) If you already have an agency account, log in to Get Connected.

a. If you do not have an agency account, follow these steps for "Creating a Get Connected Agency Account"

- i. Go to <https://volunteer.uwcil.org/>
 - ii. Click "Click here to register your organization" below the blue "Volunteer Now" box in the middle of the webpage.
 - iii. Fill out the information requested.
 - iv. Your agency request will be reviewed within 1-2 business days; the agency manager will receive an email confirmation when the request is approved.
 - v. Once your organization is approved, you can further customize your agency's listing with a logo, photos, a video, and other elements.
 - vi. Log in to your new agency account and proceed to #3.
- 3) Click "My Organization" in the top toolbar near the middle of the screen.
 - 4) Scroll down until you see the word "Opportunities." (located just below the graphic under your organization's name)
 - 5) Click the button "Add New Opportunity" to the right of the screen.
 - 6) Fill out the information for your project; many of the fields are required. For each of the following fields, please enter the specified response:
 - a. For "Privacy" select "Private".
 - b. For "Initiative" select "Fall 2025 Day of Action".
 - c. For "Duration" select "Happens On".
 - d. For "Opportunity Date" enter "10/03/2025" for Springfield projects and for Out of Town projects, please enter "10/02/2025"
 - e. For "Capacity" enter the maximum number of volunteers your project requires.
 - f. For "Hours" enter "3".
 - g. For "Allow Team Registration" select "Yes".

- 7) United Way of Central Illinois will coordinate Volunteer Waivers for all Day of Action projects.
- 8) Please double-check that the project information you entered is as specific as possible; this will help us determine the best volunteer-to-project fit.
- 9) When the form is complete, click "Create Opportunity".
- 10) Once your opportunity submission is approved, your agency's manager will receive a confirmation email. Please allow 1-2 business days for a response on your project.
- 11) Promote Day of Action on social media; we will provide sample posts!

Questions? Contact Chloe Reim at creim@uwcil.org or 217.726.7000 ext. 204

Day of Action Project Agreement

Thank you for your interest in participating in Day of Action. The goal for this event is to promote volunteerism and demonstrate what we can achieve when individuals, organizations and businesses work together.

The Volunteer is the most important person during this event. It is our goal to spark interest to continue to Get Involved, Give Back, and Take Action on behalf of the non-profit sector in our community. Our goal is to have as many interesting, impactful, and fun projects as possible! If Friday, October 3rd from 1 pm to 4 pm time does not work for your agency, please contact Chloe Reim at creim@uwcil.org or 217.726.7000 ext. 204 to discuss alternatives.

Please make sure your project connects back to your organization's mission and is a rewarding and memorable experience for the volunteer.

And as always, we require that:

- Projects are safe, fun, and a pleasant experience for the volunteer.
 - Projects keep volunteers active and engaged for a full 3 hours. (Please have back-up projects ready just in case)
 - Projects be explained clearly and in detail in the proposal so volunteers know exactly what they will be doing and what supplies/tools/clothes they should bring.
 - Projects are designed with the untrained volunteer in mind.
 - Projects are submitted by the end of the day, Monday, September 15th, 2025.
 - Volunteer projects to be completed will be safe and non-hazardous or the safety of the volunteers has been ensured through proper equipment and protocols. (i.e. painting= well-ventilated environment)
 - You communicate any last-minute special requests of the volunteers (supplies, dress code, etc.) to United Way at least three days prior to your event date.
 - All changes to projects are communicated to volunteers at least 72 hours in advance.
 - You have drinking water available on site for the volunteers or communicate with volunteers in advance that they need to bring their own water.
 - The project will stay as close to the time originally scheduled as possible (1:00-4:00 p.m.)
 - An adequate number of materials and supplies be provided.
 - You give a brief overview of your program/agency (5-10 minutes) and the importance of volunteers.
 - You provide them with an opportunity to get re-engaged (i.e. ask them to sign-up for a volunteer newsletter, etc.).
- Only data provided by the volunteers themselves on the day of the event can be used for continued communication efforts. Contact information provided by United Way to the site is for event purposes only.*

United Way will:

- Coordinate Volunteer sign-ups through Get Connected.
- Coordinate communication with volunteer groups through Get Connected.
- Send Thank You's on behalf of United Way and your agency within 2-3 business days of event completion.

Disclaimer:

United Way cannot guarantee volunteers for all Days of Action projects. We will do our best to secure enough volunteers to cover all the projects submitted. If we do not have enough volunteers register, we will communicate with your agency contact about potentially partially filling your request, at least one week in advance of the project.

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