



## Team Captain Packet 2017

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Greetings!

Thank you for participating in Day of Caring 2017 as a Team Captain. We are excited to have your involvement this year! This packet contains the information you need to plan for the event. You will find the following documents included:

- Day of Caring Overview
- Team Captain Registration link + Next Steps
- 2017 Day of Caring Team Captain Timeline
- Online Release Form/ Waiver Link
- New Process for T- Shirts



Inform us of your participation no later than **July 19<sup>th</sup>**! - <https://goo.gl/forms/oXxrYtEPf1z985a63>

You will receive emails and reminders from me in the weeks leading up to the event. If you have any questions or need assistance registering for the event, T-shirts, or trainings, please feel free to email me at [Connor.stengel@unitedwayfoothills.org](mailto:Connor.stengel@unitedwayfoothills.org)

I look forward to a wonderful Day of Caring thanks to your help in 2017!

Sincerely,

Connor Stengel

Foothills United Way  
Community Engagement Associate  
Direct: (303) 895 3418



## 2017 Day of Caring Overview



*(US Bank Employees Volunteering at Meals on Wheels Day of Caring 2016)*

Day of Caring is the largest, single-day volunteer effort throughout Boulder and Broomfield counties!

Opportunity for local volunteers to get out into their communities, to learn about local nonprofit and government organizations and to give something back, all while having a great time.

We welcome businesses and corporate teams, community groups, families and individuals (18+).

### **2016 Recap:**

1. 66 different projects for 47 local organizations
2. Volunteers contributed 4,280 hours of service time
3. This volunteer time equates to an estimated economic value of \$111,109 for our community.

### **2017 Details: - See "Next Steps" Pg. 3**

- Friday, September 8
- Aligns with the National 9/11 Day of Service and Remembrance.
- Projects - **8:00am- 12:00pm**, picnic begins at 12:30pm

# Welcome, please start by registering as your Team's captain for Day of Caring 2017!

Link to - [http://volunteer.unitedwayfoothills.org/DOC\\_Business\\_Teams](http://volunteer.unitedwayfoothills.org/DOC_Business_Teams)

Registration Link - <https://goo.gl/forms/oXxrYtEPf1z985a63>

- ▶ Day of Caring
  - ▶ For Nonprofits & Community Organizations
  - ▶ For Businesses & Corporate Teams
- ▶ Colorado Reads/EPIC Book Drive
- ▶ National Volunteer Week
- ▶ National Mentoring Month
- ▶ Dr. Martin Luther King, Jr. Day



## For Businesses & Corporate Teams

If your business would like to participate in Day of Caring with a team of employees, please appoint a minimum of one Team Captain, and register below. Please contact [Connor Stengel](#) for more information on selecting projects, signing up team members, and participating in the picnic.

[Download the 2017 Teams' Timeline](#)

Click the button below to register your team for Day of Caring 2017!

**REGISTER NOW**

### Team Captain Workshops:

Please plan to attend a Team Captain Workshop to ensure that you and your team have have a successful Day of Caring. The workshops will review this year's Day of Caring timeline as well as all the important details leading up to the event. There will be instruction on recruiting team members, what information we will need, lines of communication, how to view projects, project selection, and what awesome food, activities, and prizes will be available at the celebration following.

*There will be two team captain training options - one in July and one in August. Stay tuned for more details as dates and locations are being finalized. All first-time Team Captains are strongly encouraged to attend a workshop.*

Have other questions? Contact [Connor Stengel](#) for help.

## ***Next steps and dates to be aware of!***

### **July 19<sup>th</sup> Registration must be complete**

July 15<sup>th</sup> – 30<sup>th</sup> Determine T-shirt sizes of team members

**July 26<sup>th</sup> Team Captain Training Option (1)** – Discuss DOC overview and new T-shirt orders, project selection (Location 4780 Pearl East Circle Boulder) 11-12pm

**July 31<sup>st</sup> – August 13<sup>th</sup> Enter T-shirt order through online store front**

August 3<sup>rd</sup> Team Captain training Option (2) – Discuss DOC overview and new T-shirt orders, project selection (Location Foothills United Way 1285 Cimarron Dr. Lafayette, CO 80026) 3-4pm

**August 10<sup>th</sup> Project selection**

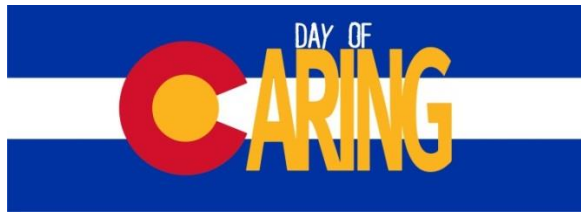
**August 25<sup>th</sup> Online Waivers** (photo release, picnic RSVP) **must be completed by all team members**

\*Each Team Captain Training will cover the same material, please RSVP to one of the dates above.

[Connor.stengel@unitedwayfoothills.org](mailto:Connor.stengel@unitedwayfoothills.org)



Foothills United Way

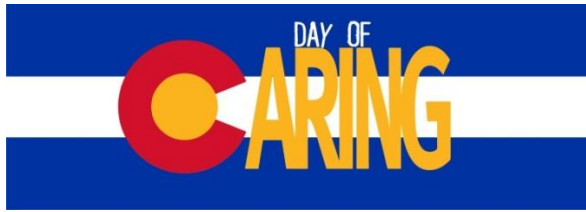


## 2017 Team Captain Timeline

- July 19** Inform us of your participation—Company name and estimated number of volunteers, register here:  
<https://goo.gl/forms/oXxrYtEPf1z985a63>
- July 26** Team Captain Training (Option 1) Location: 4780 Pearl East Circle Boulder 12 – 1pm – Informational discussion about T shirt orders, project selection, and waivers.
- 7/31-8/13** Enter t-shirt orders online by midnight 8/13
- August 3** Team Captain Training (Option 2) Location: Foothills United Way 1285 Cimarron Dr. Lafayette, CO 80026 3-4pm  
Informational discussion about T shirt orders, project selection, and waivers.
- August 10** General project viewing begins  
Decide on your top project choices/preferences  
Send waiver link to team members
- August 16** Deadline for requesting project choices and preferences
- August 21** Projects are assigned  
Team captains contact project hosts  
Captains relay info (+waiver) to team members
- August 25** Online Waivers must be completed  
(Deadline waiver and picnic RSVPs)
- August 31** Project rosters due with completed team information
- Aug 31–Sept 6** T-shirts available for pick up at Foothills United Way  
**(Sept 4 is a holiday, FHUW office will be closed)**
- Sept 5-7** Final reminders to teams—what to wear (including t-shirt), what to bring, where to meet
- Sept 8** Day of Caring  
8:00 – 12:00 Volunteer Project  
  
12:00+ Once your project is complete, join us at Gateway Fun Park, Boulder for a Picnic Celebration

**Contact: Connor Stengel**  
[Connor.Stengel@unitedwayfoothills.org](mailto:Connor.Stengel@unitedwayfoothills.org)  
Office: 303-895-3418 Cell: 970-689-4032

**Website information:**  
<http://volunteer.unitedwayfoothills.org/DOC>



## Volunteer Release of Liability Form and Photo/Video Waiver Day of Caring – September 8, 2017



Please have All team members complete this online waiver and RSVP for Picnic by August 25th

<https://goo.gl/forms/TwTXWqGsb7lrqh1t2>

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# T-Shirts

Timeline –

- **By July 30<sup>th</sup> determine T-shirt sizes for all of your team members** to prepare your online order
- **July 31<sup>st</sup> – August 13<sup>th</sup> – Place online T-shirts order** using link that will be provided July 31<sup>st</sup>

Walk Through T-shirt Order:

Open URL

1. Enter sales code
2. Select company name from drop down menu
3. Enter T-shirt size or use bulk order tab and enter quantity of each size (5 Smalls, 8 Med., 3Large, 1XL, 2 XXXL)



Please note the T-shirt order deadline **August 13<sup>th</sup>**

