

VOLUNTEERS REFURBISH
PLAYGROUNDS AT UNITED
WAY'S HOMETOWN HUDDLE

DISCOVER

CONNECT

IMPACT

VOLUNTEER

UNITED WAY OF RUTHERFORD AND CANNON COUNTIES

EMPLOYEE ENGAGEMENT

The LIVE UNITED movement is about advancing the common good in our neighborhoods and the United Way of Rutherford and Cannon Counties is committed to creating lasting, positive change to improve lives. Our focus is on education, health and financial stability because they are the building blocks for a good quality of life.

But we can't do this alone. United Way recruits people and organizations with the passion, expertise and resources needed to reach our goals. So when you volunteer with United Way, your gift of time and talent is maximized and supported. Volunteers are essential for our success of achieving positive, sustainable results in Rutherford and Cannon counties.

EMPLOYEE TEAMS

United Way will help connect your employee teams to meaningful volunteer experiences that impact lives within our focus areas. Whether it's one-day activities or quarterly teambuilding projects, our Director of Volunteer and Strategic Engagement is here to assist you through the entire process.

We do it all for you! It's a service we provide at no cost to companies who support United Way through a workplace campaign. We also offer this one-time service to "new" companies once a year to help introduce them to the work of United Way and its partners. Our customized options provide activities that focus on one of United Way's three pillars: education, health and financial stability.

So whether you have an hour or an afternoon, our service is to provide you with a quality experience that impacts lives.

INDIVIDUAL EMPLOYEES

Once your employees volunteer as a team, many of them will be inspired to do more as individual volunteers.

There are several individual opportunities available from reading to 4-year-olds, or mentoring middle school students to, assisting families in becoming financially stable or educating seniors about chronic disease prevention, and much more!

For more information, browse the pages of this toolkit or contact United Way's Director of Volunteer and Strategic Engagement at (615) 893-7303 ext. 103.

CORPORATE TEAMS & GROUPS

THE PROCESS

Step 1: To organize an activity for your team, complete the online request form at www.yourlocaluw.org/volunteer-project-form. Each request is handled with quality customer service and customization, so please allow 5-10 business days to develop a list of options for you. For requests of multiple days of activities, please allow 2-3 weeks to develop a list of options.

Step 2: The Director of Volunteer and Strategic Engagement will coordinate with the appropriate partner or program staff to identify and develop a list of options for you.

Step 3: Once you've selected an activity and it's confirmed, the Director of Volunteer and Strategic Engagement will continue serving as a liaison to ensure your volunteer day is well organized. A United Way representative project leader will accompany your team during the project.

All volunteer activities are organized to support a United Way funded program or partner organization to support United Way's community impact goals in education, health and financial stability. With this in mind, United Way will make every attempt but cannot guarantee specific agencies for your event

POLICY & PROCEDURES

United Way and its impact partners are always in need of volunteers to help support our mission. We work diligently to ensure your experience is meaningful and well-organized. To better help us provide you with the best customer service, we ask that you please follow the policies and procedures listed below. A copy of these requirements will be provided for a company representative to sign once each project or activity is confirmed.

1. Submit your project request online a minimum of 2-4 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, details about the project, clothing recommendations, directions and parking. United Way will provide all information to the company team leader for communication.
3. Cancellations must be made within five business days. A cancellation fee of \$250 may be billed for any events cancelled less than five business days ahead of time.
4. Some projects may require a budget to purchase supplies.

To schedule a planning session with staff, please email McKenna.Moore@yourlocaluw.org



EMPLOYEE TEAM OPPORTUNITIES EXAMPLES: EDUCATION

- Read a book/storytelling to help preschool children design their own books. Encourage reading and phonics development and have fun at the same time.
- Help teens with professional development: resume writing, mock interviews, job shadowing
- Plant a butterfly garden to provide an outdoor science classroom to help teach preschool children or elementary students
- Help children create flashcards to study curriculum
- Plant a vegetable or herb garden to help teach preschool or elementary students about healthy eating
- Build Little Free Libraries (purchase of supplies may be required)

ANNUAL EVENT FOCUSED ON EDUCATION

United Way's Annual **Stuff the Bus** focuses on one of United Way's priority community issues, helping children and youth succeed, by providing Back to School kits containing resources that students need to encourage school readiness and boost self-esteem.

Opportunities to volunteer include the collection of school supply items and volunteering for the Stuff the Bus Sort-a-Thon where the Back to School kits are assembled. Sponsorship opportunities are also available. Contact the Director of Volunteer and Strategic Engagement for more information at (615) 893-7303 ext. 103.



EMPLOYEE TEAM OPPORTUNITIES EXAMPLES: HEALTH

- Help sort, pack, and stock food that will be used to provide food at home for individuals and families without food
- Organize a one-hour field day for middle school students after school to encourage one hour of exercise and promote health and fitness
- Plant a vegetable garden for a preschool classroom to teach the importance of eating fruit and vegetables. Volunteers will manage reoccurring visits for upkeep
- Play a softball/kickball game with a group home
- Spend time with individuals with disabilities by participating in activities such as bingo, arts and crafts, board games

ANNUAL EVENTS FOCUSED ON HEALTH

During United Way's **Hometown Huddle**, volunteers from local companies refurbished school playgrounds and common areas in Rutherford and Cannon counties.

Hometown Huddle is designed to bring awareness and impact to United Way's priority issues of healthy eating, physical activity, and supporting healthy choices.

In a partnership with the Rutherford County Health Department and Saint Thomas Rutherford Hospital, United Way hosts a **Community Baby Shower**, to benefit mothers and newborns in Rutherford and Cannon counties.

Opportunities are needed for private donations, in-kind gifts, collecting items or providing volunteers for the Sort-a-Thon.

Sponsorship opportunities are also available for both events. Contact the Director of Volunteer and Strategic Engagement for more information at (615) 893-7303 ext. 103.



EMPLOYEE TEAM OPPORTUNITIES EXAMPLES: FINANCIAL STABILITY

- Prepare and serve meals to the hungry and homeless
- Develop a basic financial literacy workshop to help individuals with financial literacy skills such as budgeting, managing a checking account, and learning to save
- Redecorate a room for women and children at a shelter or transitional housing facility

ANNUAL EVENT FOCUSED ON FINANCIAL STABILITY

Days of Action is an opportunity for volunteer teams in the community to complete projects that benefit United Way partners. Volunteers participate in activities such as refurbishing workspaces for children, providing meals for homebound seniors, and miscellaneous house work to help nonprofits complete projects that need to be done.

Volunteer projects and sponsorship opportunities are available.

Contact the Director of Volunteer and Strategic Engagement for more information at (615) 893-7303 ext. 103.



ON-SITE SERVICE PROJECT IDEAS

CAN'T LEAVE THE OFFICE, BUT STILL WANT TO VOLUNTEER?

Here are a few ideas to create a volunteer project in the office.

- Shoebox project: decorate shoebox and collect needs for homeless shelters to put in box (socks, lotions, etc.)
- Friendship bracelets
- Fleece scarves (no sewing required)
- Letters of support or encouragement
- Holiday cards
- Military support through letter writing
- Military support through care packages
- Create life-size board games for children to play after school
- Healthy children snack packs
- Bookmarks (for children who participate in a reading achievement program)
- Be the paying sponsor for a volunteer event
- Host a collection drive: food drive, sock drive, hygiene kits, baby kits, elderly kits, kits for women in domestic shelters

Nonprofits are extremely limited in resources and many times need assistance in purchasing supplies needed to complete community service 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.

INDIVIDUAL VOLUNTEERS

THE PROCESS

Step 1: To volunteer for one of United Way of Rutherford and Cannon Counties' initiatives, programs or committees, please complete the online request form at www.yourlocaluw.org/volunteer-project-form. It is United Way's priority to respond to all requests with quality customer service and customization in mind.

2. You will receive initial confirmation of your request within one business day and the Director of Volunteer and Strategic Engagement will provide you with a list of opportunities with United Way.

3. If United Way does not have a volunteer opportunity that matches your interest and time commitment, we will connect you with one of our impact partner agencies for additional opportunities.

For more information about individual volunteer opportunities, please contact the Director of Volunteer and Strategic Engagement at (615) 893-7303 ext. 103.



INDIVIDUAL EMPLOYEE OPPORTUNITIES MENU

EDUCATION

- Reading Pal Literacy Volunteer
- Oversight Committee Member
- Classroom Helpers
- Facility Helpers
- Youth Mentor

HEALTH

- First Responder
- Peer Counselor
- Parent University Mentor

FINANCIAL STABILITY

- VITA (Volunteer Income Tax Assistance) Tax Preparer
- VITA Client Greeter/Tax Sites
- Financial Educator
- Outreach Specialist
- Special Events Assistants

**INDIVIDUALS CAN VOLUNTEER WITH
UNITED WAY AS WELL.
WE COORDINATE WITH INDIVIDUALS
TO CONNECT THEM
TO REWARDING OPPORTUNITIES.**

OTHER GREAT REASONS TO GET YOUR COMPANY INVOLVED

- Enhance employee teamwork skills
- Improve public image
- Brand awareness in the community
- Provide hands-on training opportunities through skill-based projects
- Increase employee leadership skills
- Increase employee productivity and loyalty
- Provide a service and product (skilled employees) to the community
- Build community goodwill

By participating in corporate volunteer activities, your company or organization also has the opportunity for additional recognition by receiving a Community Engagement Award which recognize companies and organizations that have demonstrated excellence in volunteering and community engagement with United Way of Rutherford and Cannon Counties. One organization a year is given this award, based on the following criteria: year-round volunteer activities, number of employees that participate, and volunteer recruitment efforts.

3050 Medical Center Parkway, Floor 2, Murfreesboro, TN
(615) 893-7303
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