Dirty Hands & Big Hearts
Day of Action
(5/16/2019)

Agency Project Registration Guide

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Timeline/Key Dates

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<tr>
<th>Date(s)</th>
<th>Action Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 2/6/2019</td>
<td>VolunteerME Greater Portland Invite Sent to Agencies</td>
<td>Check for an email from <a href="mailto:volunteer@unitedwaygp.org">volunteer@unitedwaygp.org</a> <a href="mailto:no-reply@galaxydigital.com">no-reply@galaxydigital.com</a></td>
</tr>
<tr>
<td>Tuesday, 2/12/2019, 8:30-9:30am</td>
<td>Required Training for New Agencies or Agency Representatives</td>
<td>Training will include an overview of Day of Action and introduction to Thrive2027, changes to the event for 2019, agency requirements, Q&amp;A, and technical support for posting your project on the VolunteerME Greater Portland website.</td>
</tr>
<tr>
<td>Monday, 2/25/2019</td>
<td>Project Registration Deadline</td>
<td>Please let us know ASAP if you are having difficulty registering your project.</td>
</tr>
<tr>
<td>3/1/2019 – 3/29/2019</td>
<td>Day of Action Committee Conducts Site Visits or Calls with Agencies</td>
<td>Be ready to review your volunteer management plan for Day of Action during your site visit/call.</td>
</tr>
<tr>
<td>4/12/2019 – 4/26/2019</td>
<td>Volunteer Registration Open on VolunteerME Greater Portland website</td>
<td>Check your dashboard to see a list of volunteers who have registered for your project.</td>
</tr>
<tr>
<td>Friday, 4/12/2019</td>
<td>Deadline to submit Participation Agreement to <a href="mailto:volunteer@unitedwaygp.org">volunteer@unitedwaygp.org</a> and have your organization’s leadership Endorse Thrive2027.</td>
<td>Participation Agreement and Thrive2027 Statement of Endorsement can be downloaded and printed during Project Registration or found on UWGP’s website. You can check to see if your organization has already endorsed or aligned with Thrive2027 here.</td>
</tr>
<tr>
<td>Friday, 4/12/2019</td>
<td>Deadline to Submit Certificate of Liability Insurance to UWGP</td>
<td>• This is an annual request.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• United Way of Greater Portland must be named as the certificate holder.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A copy of the certificate should be emailed to <a href="mailto:volunteer@unitedwaygp.org">volunteer@unitedwaygp.org</a> or faxed to (207) 874-1007.</td>
</tr>
<tr>
<td>Thursday, 5/16/2019</td>
<td>Dirty Hands &amp; Big Hearts Day of Action</td>
<td>Be ready by 8:30am to greet volunteers for their arrival around 9am!</td>
</tr>
</tbody>
</table>

Special Notes

- All Day of Action projects are posted on a special part of the VolunteerME Greater Portland website (http://volunteer.unitedwaygp.org). To confirm that your organization has an account on VolunteerME Greater Portland, search here before creating a new organization account. For help, please contact volunteer@unitedwaygp.org.
Adding an Additional Organization Manager on VolunteerME Greater Portland

- If the specific staff person who will be your organization’s Day of Action contact is not currently an organization manager for your organization’s VolunteerME Greater Portland account, s/he must be added as an additional manager. See below for more info on how to add/change managers.
- The new person should first create his/her own personal account on VolunteerME Greater Portland by going to [http://volunteer.unitedwaygp.org](http://volunteer.unitedwaygp.org) and clicking Sign Up and filling out the New User Registration fields. This will create his/her own account which s/he can log into with his/her email and password.
- To assign the new user as an additional VolunteerME Greater Portland organization manager, the current organization manager should log in and go to the Edit Organization page.
- S/he can then add the Day of Action contact person as a manager by typing his/her last name into the Manager Search box on the right side of the page and selecting the correct name. See below.

If you have any questions or need assistance with this process, please contact volunteer@unitedwaygp.org.
Accessing Day of Action Project Registration on VolunteerME Greater Portland

- You may use the link emailed to you from volunteer@unitedwaygp.org or follow the instructions below.
- Sign-in to http://volunteer.unitedwaygp.org by clicking on “Login” and entering your existing user log-in information (email address and password).

- If you have forgotten your password, the system can generate a new one for you. Click “Forgot your password?” and a new one will be emailed to you. **Make sure to check your spam/junk mail folder if you don’t see it at first. You can then change your password when you have logged in. If you need help, please email volunteer@unitedwaygp.org.

- You should now be viewing your “Edit Organization” page. (You can also get to this page by clicking on the “My Organization” button at the top right of the screen.)
Uploading Your Organization's Logo

A visible logo helps company coordinators and volunteers easily identify your organization's project. To upload your logo, scroll down to the bottom of the “Edit Organization” page and follow instructions below.

Uploading Your Agency's Logo

To upload your agency's logo to Get Connected 2.6:

1. Go to edit mode for your agency.
2. Under the "Agency Logo" heading, click Upload Logo.
3. Browse to the logo, select it, and click Open.

**Note:** The image should be at least 540 pixels by 540 pixels. You’ll be able to resize it in the next step.

4. (as needed) Click and drag the borders to resize the image.
5. Click Save Agency Logo.

**Note:** To remove a logo, click Remove under the Upload your logo heading. To replace an existing logo, first remove it and then upload a new one.

Making Your Logo Appear Larger

Some logos may appear larger than others in the agency card. Here are a couple of tips for making your logo appear as large as possible in the space provided:

- Use a logo that is roughly as wide as it is tall. Perfect squares and circles are best.
- Use the cropping tool to crop out as much surrounding white space as you can, or crop the photo before uploading it.

**Note:** In Get Connected 2.6, the logo space is slightly larger than in earlier versions of Get Connected.
Finding the Advanced Event

- From the “Edit Organization” page, click on the “Advanced Events” tab. The Advanced Events section is a special part of the VolunteerME website which we use to coordinate large scale events.

You will be taken to the Advanced Events Opportunity page. **Note:** You should see “United Way of Greater Portland’s 2019 Dirty Hands & Big Hearts Day of Action” in small type above your organization name. Click on “Add New Opportunity” to begin registering your project.

**NOTE:** You **MUST** enter your project through the “Advanced Events” tab. Adding a project through the regular “Opportunities” tab will NOT link it to the Day of Action event, therefore, it will NOT be seen by company coordinators and Day of Action volunteers. While you are logged in, however, we do encourage you to also post any current non-Day of Action opportunities through the regular opportunities tab.
Project Registration Questions

Reminder before you begin: The VolunteerME Greater Portland system may log you out automatically after two hours of inactivity (without notifying you) and anything you submit may not be saved. It’s best to set aside a designated time to post your project details and save the information you submit in a separate Word document in case it does not save. This may also help you complete next year’s registration by having all of your project info in one document.

Click on blue “Add New Opportunity” box. You should see a page where you can enter specific project details. See question details and sample below.

Basic Information

• Title
  o Create a title for your project. Include your organization name and title of project (i.e. Sample Agency – Paint Our Classrooms). If you do not put it in this format, we will change it to match.

• Interests & Abilities
  o Select the primary interests & abilities related to your project.

• Date
  o Please enter Thursday, May 16. (It should be the only option.)

• Registration Closed Date
  o Leave this blank.

• Hours
  o Enter 9am-3pm for full day projects.
  o Note: Half Day morning projects may run from 9am-12pm.

• Duration
  o Enter 6 for full day projects or 3 for morning projects.

Location

• Address (Street, City, State, Zip Code)
  o Please list the address details of where the project will take place.

Volunteers

• # of Volunteers
  o How many volunteers do you need for this project? Enter the maximum, not a range.

• Allow Team Registration?
  o Please click yes.

• Minimum Volunteer Age
  o Most of your volunteers will be adults, but we occasionally have schools who would like to have students volunteer as well as parents who would like to include their children. If you can’t accommodate children, say so here.

• Minors Require Adult?
If you are open to youth volunteers, please indicate whether you would like them to have adult supervision.

Additional Information

- **Outdoors**
  - Enter yes if your project takes place outside.
  - **Note:** Day of Action is a rain or shine event. If you have an outdoor project, you must have back-up indoor projects if the weather does not cooperate. Please indicate the back up projects here (or clearly state that volunteers should be prepared with rain gear).

- **Wheelchair Accessible**
  - Please indicate if the project site is accessible to people using wheelchairs.

- **Family Friendly**
  - Again, most of your volunteers will be adult volunteers, but we occasionally have parents who would like to include their children. If this is not possible, choose no.

- **Tools Required**
  - Agencies are required to provide tools/materials to complete the primary and back-up project.
  - You may also suggest that volunteers bring their own rakes, gloves, gardening tools, etc. if they would like.
  - If volunteers will be in the woods, you might recommend they wear long sleeved shirts, long pants and/or bring bug spray.
  - Also, if painting is involved, you might recommend they wear clothes that can get dirty, etc.

- **Adequate Parking**
  - If the project site does not have a designated parking area, please select no and enter any further details or recommendations. (You can also suggest carpooling here.)

- **Drinks Provided**
  - Please provide adequate water, particularly if your project is outside/strenuous.

- **Meals Provided**
  - If you’re offering a full day project, your agency must provide lunch.
  - This doesn’t need to be anything fancy, but please try to offer a healthy option (salad, fruit, etc.).
  - You are not required to accommodate dietary restrictions. Volunteers will be asked to bring their own lunch if they have specific dietary needs.
### Basic Information

**Title**: Sample Agency - Paint Our Classrooms  
**Interests & Abilities**: PHYSICAL LABOR ✗, EDUCATION ✗, ARTISTIC ✗  
**Date**: 05/18/2017  
**Registration Closed Date**: N/A  
**Hours**: 9am-3pm  
**Duration**: 6

### Volunteers

**# of Volunteers**: 10  
**Allow Team Registration**: Yes  
**Minimum Volunteer Age**: 21  
**Minors Requires Adult**: No

### Additional Information

**Location**

**Address**: 1 Main Street  
**Address Line 2**: Portland  
**Zip Code**: 04101  
**Directions**: Follow Rte. 349 into downtown Portland. Turn left at the Starbucks and you’ll see our

**Outdoors**: Yes  
**Wheelchair Accessible**: Yes  
**Family Friendly**: Yes  
**Tools Required**: Yes  
**Tools Details**: Feel free to bring your favorite paint brush!

**Adequate Parking**: Yes  
**Parking Details**: On-street parking or use the garage on Cliff Street.

**Drinks Provided**: Yes  
**Drinks Details**: We’ll have coffee in the morning, water throughout the day, and punch with lunch.

**Meals Provided**: Yes  
**Meals Details**: We’ll order sandwiches and salad from a
Contact

- **Contact Name, Email, Phone, Fax**
  - This person will serve as the primary contact and will be on-site the day of the project (unless another contact is identified.)
  - **Note:** Notification emails when volunteers register will only be sent to the organization account manager (not necessarily this contact person). If you want the contact to also receive notifications, please make sure they are also an organization manager.

Supplemental Questions

- **Are there specific skills or requirements needed for this project?**
  - For example, is there heavy lifting involved? Will some volunteers need to have painting experience or need to be on ladders? Will volunteers who will be planting be on their knees for an extended time? Any information that will enable company coordinators and volunteers to make informed decisions about the project is helpful.

- **Please describe the impact of your project and how it connects to a Thrive2027 Goal or Strategy.**
  - What impact will completion of this project have on your agency/clients/community?
  - How does the project connect to a Thrive2027 Goal or Strategy? See suggestions in the Day of Action Project Ideas Connected to Thrive document under Agency Tools or learn more about Thrive2027 Goals and strategies here or here.

- **Please describe your plans to show appreciation to volunteers.**
  - This could be a certificate, thank you note, shout-out on social media, verbal appreciation throughout the day, etc.

- **Additional Comments:**
  - Here you can include any additional information you think our Day of Action Planning Committee should know prior to their site visit or call.

Description

- Write a detailed description for your opportunity.
  - Be specific and inviting. This posting is the first impression a company coordinator or volunteer team captain will have of your Day of Action project. Make them want to read more and sign up!
Before checking the box, click the Organizational Guidelines hyperlink to download the Participation Agreement. This can also be found at http://www.unitedwaygp.org/join-us/volunteer/day-of-action/
Terms and Conditions

- Click on the Organization Guidelines link to open the Day of Action Participation Agreement.
  - This form should be printed and signed by your Executive Director and scanned and emailed to volunteer@unitedwaygp.org or faxed to (207) 874-1007 by Friday, April 12.
  - If your organization hasn’t done so already, it reminds you (check here to view the full list) that your organization’s leadership must endorse Thrive2027 by signing at Statement of Endorsement, either online here or by faxing us the printed PDF by Friday, April 12.
  - It also reminds you that your agency must have liability insurance and submit a Certificate of Liability Insurance in order to participate in Day of Action.
  - Please email (volunteer@unitedwaygp.org) or fax (207-874-1007) a copy of your Certificate of Liability Insurance (naming United Way of Greater Portland as the certificate holder and listing United Way Day of Action – May 16, 2019 under Description of Operations) to United Way by Friday, April 12.
  - If you need another copy of the Participation Agreement, it can be found on our website: http://www.unitedwaygp.org/join-us/volunteer/day-of-action/

- Check the box indicating “I have read the Organization Guidelines.”
- When you have finished entering all of the information above, click Create Opportunity.
  You’ve entered your project!

Adding Additional Projects

- If you want to enter another project, click on the blue “Add New Opportunity” box again and enter details.
- If you have the same project at a different site, you can open an existing project you’ve created and scroll down to the bottom of the page.
- Click on “clone project” to create a duplicate project with the information already filled in. You can then change/update any details which are specific to this project.

***The deadline for posting projects is Monday, February 25.
Note: School vacation week is February 18-22.

Making Changes to Your Project

- Log in to VolunteerME Greater Portland and click on Advanced Events from your My Organization page. Click on the title of the project on the dashboard. You will then be able to change any of the project details. Be sure to click on Update Opportunity to save changes.
- If you make any significant changes to your project on VolunteerME Greater Portland after it has been approved, please email volunteer@unitedwaygp.org.
Project Status

- To check the status of your project, log in to VolunteerME Greater Portland. From your My Organization page, click on Advanced Events. This will bring you to your project dashboard which lists existing Day of Action projects you’ve posted. A clock icon will appear under Status until your project has been approved. Once approved, a check mark will appear. See sample below:

```
Opportunities
Use the dashboard to track the status of your Opportunities. Once approved, you can track registrants, message attendees and print sign-up sheets.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>OPPORTUNITY</th>
<th>RESPONSES</th>
<th>AVAILABLE</th>
<th>REGISTERED</th>
<th>REMAINING</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sample Agency - Build Raised Garden Beds (May 16, 2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

TOTALS | RESPONSES | 5 | 0 | 5 | 0% |
```

- “Available” indicates the number of volunteer slots that you’ve created for your project. “Registered” shows how many people have signed up. “Remaining” will show open slots.
- **Remember:** Volunteer registration begins mid-April so you will not see any action on your dashboard until then!

Site Visits/Calls

Once projects have been posted, Day of Action Planning Committee members will contact each agency to schedule a site visit or call in order to review your project and ask questions including:

- Project Scope: Can the project be completed in the allotted time? Are there adequate back-up plans? Have safety needs been considered?
- Does the agency have the tools/materials needed to complete this project and back-up if necessary?
- The number of volunteers requested (is this number feasible?)
- Is the agency prepared to receive volunteers? (Have they identified an on-site coordinator(s)? Are they prepared to welcome volunteers? Offer lunch/restrooms, etc.?)
- Has the agency submitted their Certificate of Liability Insurance and endorsed Thrive2027?
- What is the overall impact of the project? How will the agency communicate its connection to Thrive2027 and UWGP areas of focus?

Need Help? Contact Karen Stephenson, kstephenson@unitedwaygp.org.