Tulsa Area United Way 30ᵗʰ Annual Day of Caring
Friday, October 1, 2021

PROJECT SUBMISSION FOR AGENCIES IS NOW OPEN

Access Project Website: www.tauwdayofcaring.org

- ✓ Enter coordinator login and password
- ✓ For any questions throughout the process, please email Lexi Bollis at lbollis@tauw.org

March 27 Day of Caring Timeline

Date	Coordinator	Action
June 7	Agency Coordinator	Project Submissions Open
June 30	Agency Coordinator	Submission Deadline
July – Sept	TAUW Coordinator	Project Matching
October 1	All	Day of Caring

Complete the Project Registration Form

1. Log in and click **New Project** from the **Agency Home Page** to complete a form.
2. The **Agency Coordinator** section is pre-populated. If you need any changes made to this section, contact Lexi before proceeding.
3. Input the **Project Coordinator** section according to who will be coordinating the project, even if the information is the same as the section on the left.
4. Use the tab key or your cursor to navigate the form. **Red fields are required**. If any required field is left blank, the form will **not** save.
5. Be specific when completing Project Information Boxes:

   Project Title - Example: Inside Painting and Outdoor Planting
   Brief Description of Project - Example: Need 4 volunteers to paint inside and 2 to work outside
   Input **one total number** in the BOX # of Volunteers Required - Example: 15

   Please DO NOT input a range of numbers because your entry will not go through.

6. Select only **one** of the two options for Supplies:
   - o **Agency will provide all supplies needed to complete the project.** This indicates your project needs volunteers only. If you select this option, move on to the Lunch Information section.
   - o **Company must provide the following supplies to complete the project.** This indicates your agency asks the company or volunteers to purchase or provide the supplies you list for the project.

We have provided two text fields for you to distinguish between items that volunteers may have available to them to bring, and items that most likely need to be purchased for this project.
If materials will need to be purchased, provide the estimated cost to the company or volunteers. Please also indicate if you have had this project supply cost amount verified by a professional who has expertise in the type of project you are submitting.
If the project is accepted, you and the Company Day of Caring Coordinator will discuss and finalize the purchase and/or funding of supplies.

7. Preferred Company – If your agency has a preferred company for this project, please indicate the company in the text box that appears once you have chosen "Yes" for this question.
8. Comments or Special Requests - Input any unusual or special requests that the Day of Caring Coordinator needs to know about.
9. Save for Future Editing - Click this button if you want to save the form without submitting to TAUW. Project status will be saved until you submit. No company can review your project in Saved status.
10. Save and Submit to TAUW - Click this button once when ready to your project to TAUW for review and approval for matching. You cannot edit the form once submitted or approved. **After you successful submit a project, you will be redirected to a confirmation page. If you do not see the confirmation page, your project was not submitted.**

Important Reminders

You can view your saved and submitted projects any time by logging in and clicking View/Edit Projects.

If your agency is submitting multiple projects, instead of creating a new project for each, you can open an existing project under View/Edit Projects, select Create as New, and edit the information.

After your project has been submitted, TAUW will review your submission and either Approve or Request an Edit of the project information.

Next Steps

TAUW will match approved projects with company registrations. Matches are pending acceptance until the company accepts or declines. Some companies may request more information before making a decision.

- **Accepted:** Agencies will receive email notification when a project has been accepted and matched by a company. To view your agency's matched projects, go to the Agency Home Page Control Panel and click "Review Matched Projects." If you are not contacted by the Company Day of Caring Coordinator within one week of being matched, please contact them to finalize details. You will find their contact information on the matched projects page.
- **Declined:** Do not be alarmed if more than one company declines your project. Declines automatically go back in the system for other companies to consider. If you have questions or concerns, contact Lexi.

PLEASE NOTE: No projects are guaranteed completion. We will try our best to match as many projects to volunteers as possible but not all may be accepted. If you have concerns or questions about your project, contact Lexi.