



Tulsa Area United Way Day of Caring

Friday, October 1, 2021

COORDINATORS CHECKLIST

All Coordinators

- Agree on a start and end time for projects
- Coordinate lunch for volunteers (Don't forget to use TAUW's Meal Deals!)
- Order Day of Caring t-shirts for volunteers and staff
- Discuss COVID and other safety protocols
- Promote your participation on social media
- Take photos during projects and share with Lexi (lbollis@tauw.org)
- Remote projects only: Schedule a drop off time at agency for completed items
- Notify Lexi of any important changes

Company Coordinators

- Reach out to Agency Coordinator as soon as possible to begin planning project details
- Purchase necessary materials, as defined by the scope of the project
- Communicate with volunteers on what to expect (ie: items to bring, project scope, etc.)

Agency Coordinators

- Clearly communicate project details and define scope of work
- Ensure space is set up for volunteers to complete their projects
- Gather all materials required for the projects
- Communicate parking and other arrival details