

2010 Days of Caring: September 13 – 24 Volunteer Project Sign-up Guide

THANK YOU for participating in Days of Caring. Over two thousand volunteers will join local nonprofit agencies to work together and make an immediate, visible difference in our community. It takes the whole community working together to bring about lasting change.

2010 Calendar

August 2: Companies login to view and select their preferred projects.

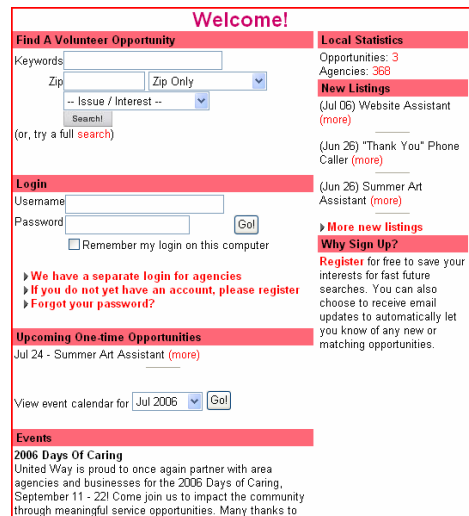
August: Volunteers will be notified to pick up their DOC t-shirts, and will establish communication in preparation of their September project(s).

September 13-24: Volunteers complete their volunteer projects.

TO SIGN-UP FOR A PROJECT:

Follow steps 1 – 6 to create a username and password on the Volunteer Center of Milwaukee website. If you already have a username and password, please skip to step #8.

1. Visit www.volunteersolutions.org/vcgw/volunteer, the Volunteer Center of Greater Milwaukee’s website. You will see the welcome screen. This will be the page you visit, not only for Days of Caring, but also to search for future or on-going volunteer opportunities through the Volunteer Center of Greater Milwaukee.



2. Scroll to the top of the page, and click on “login” to register.

3. Click the link, "Not registered? Sign up now."

Login

Username

Password

Remember my login

▶ **We have a separate login for agencies**

▶ **Not registered? Sign up now**

▶ **Forgot your password?**

4. Enter the appropriate contact information. Although you may be selecting projects for a group, you are creating an individual account for yourself, so choose a username and password that will be easy for you to remember. You will specify your organization details later.

Volunteer Center of Greater Milwaukee - Register

Step 1 Step 2 optional Done

Any information entered below will not be given or sold to anyone without your permission. Submitting this form does not bind you to anything, but will allow us to better serve you. All fields marked with a * must be filled in.

Account information

* Username

* First name

* Last name

* Email

We use an opt-in email system - you will only receive email from us when you specifically ask us to send it to you.

Password

* Password

* Verify Password

5. Answer the miscellaneous information questions and fill in contact information.

Miscellaneous Information

* Did the opportunities that you found during your search meet your needs and interests? yes no have not searched for opportunities yet

* Are you interested in being a disaster or emergency volunteer? Yes No

Contact information

Phone (including area code)

Street Address

City

State

Postal Code

6. Choose your preferences in terms of email updates and an optional brief survey. Please note that signing up for the mailing list is optional and will provide you with information from the Volunteer Center of Greater Milwaukee. If you choose yes to either, proceed, filling in the appropriate information. Review the legal notices, and click “Next” to move forward.

Preferences

* Want to receive current events in your area, community spotlights on local organizations, and general news by email? Yes No

* To help us offer better services, would you answer a few more questions about you? Yes No

By continuing, you agree to these [legal notices](#).

Next >

7. You are now logged in and ready to begin selecting projects.

Welcome Erin

Find A Volunteer Opportunity	Your Hours
Keywords <input type="text"/>	Total hours: 0
Zip <input type="text"/> Zip Only <input type="button" value="v"/>	Hours this month: 0
-- Issue / Interest -- <input type="button" value="v"/>	▶ View your history
<input type="button" value="Search!"/>	▶ Log hours
(or try a full search)	Your Inquiries
	No current inquiries

Project Selection:

- Visit www.volunteersolutions.org/vcgw/volunteer/ to login. If you have forgotten your password, click on “Forgot your password?” and follow the prompts. Scroll down the screen, and under “Events,” you will see 2010 Days of Caring. Click “Learn More.”


Events

United Way  **DAYS OF CARING**
United Way of Greater Milwaukee

2010 Days Of Caring
United Way is proud to once again partner with area agencies and businesses for the 2010 Days of Caring, September 13 - 24! Join more than 2,100 volunteers to make a difference in our community through meaningful service opportunities. Many thanks to our generous sponsor - Rockwell Automation. LIVE UNITED. Volunteer.
▶ [Learn More](#)

- You will see a greeting and full list of all Days of Caring projects.

Home | Search | Calendar | Agencies | Opportunities | Board Connections | Your Account | About Us | Logout

2010 Days of Caring
United Way  **DAYS OF CARING**
United Way of Greater Milwaukee

September 13 - 24

Help today. Strengthen tomorrow. Join more than 2,100 committed volunteers and make an immediate, visible difference at nonprofit agencies throughout the Greater Milwaukee area through the annual Days of Caring.

- Provides a great **team building experience** for you
- Offers a **diverse range of volunteer projects** that fit your schedule and interests:
 - hands-on beautification work like painting or
 - interactive social activities with kids or older
- Projects are typically **three to five hours long** and run over two weeks

For step-by-step instructions on how to sign-up for a volunteer project, visit www.unitedwaymilwaukee.org/volunteer.htm.

Thank you to our generous sponsor **Rockwell Automation**

Results: 4

Date / Time Ascending Sort

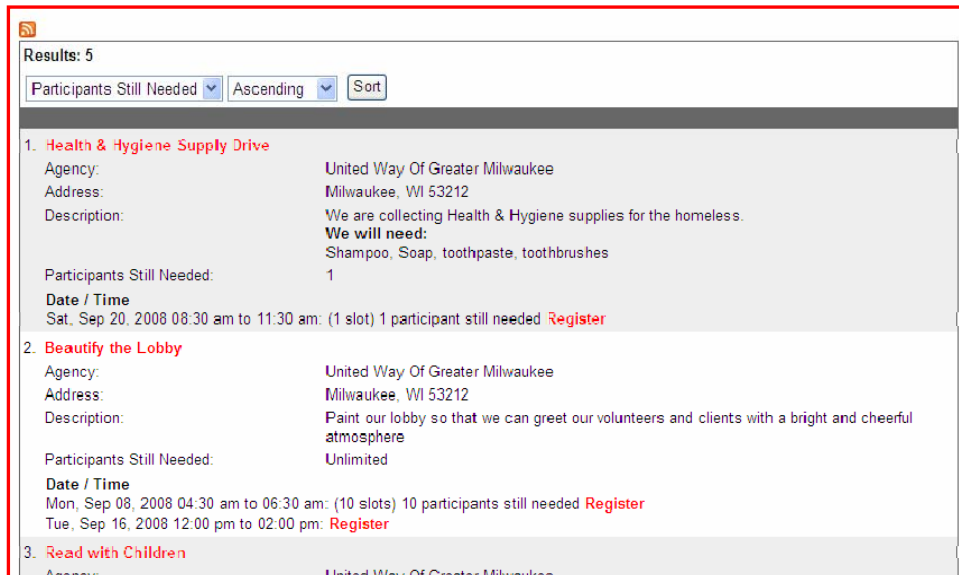
- Read with Children**
Agency: United Way Of Greater Milwaukee
Address: Milwaukee, WI 53212
Description: We will be reading with children ages 9-12 working with them
Participants Still Needed: 10
Date / Time
Mon, Sep 08, 2008 02:00 am to 05:00 am: (10 slots) 10 participants still needed [Register](#)
- Beautify the Lobby**
Agency: United Way Of Greater Milwaukee
Address: Milwaukee, WI 53212
Description: Paint our lobby so that we can greet our volunteers and client atmosphere
Participants Still Needed: Unlimited
Date / Time
Mon, Sep 08, 2008 04:30 am to 06:30 am: (10 slots) 10 participants still needed [Register](#)
Tue, Sep 16, 2008 12:00 pm to 02:00 pm: [Register](#)
- Outing to the Zoo**
Agency: United Way Of Greater Milwaukee
Address: Milwaukee, WI 53212
Description: We will be taking a group of 20 older adults for an outing at United Way and then take a bus to the zoo. Volunteers will...
Participants Still Needed: 10
Date / Time
Mon, Sep 15, 2008 10:30 am to 04:30 pm: (10 slots) 10 participants still needed [Register](#)
- Bingo**

10. There are a number of ways to sort the projects. Under the search projects section, you can use a specific key word, location (using zip code) or specific date. After that section (at the top of the project listing) is a drop down box. You'll see that you can search by project, agency, participants still needed, and date/time. You can also search in ascending or descending order.

Date/Time: Agencies have listed all the possible dates a project can take place; therefore you may see projects listed several times, with different dates/times. *This does not necessarily mean that the project can take place several times. Rather, it is giving you the option to choose which day you prefer. Once you select the date, the other options will close up if the project is meant to only take place once.* After you have selected a project, you can revisit the main list to see if there is an additional timeslot available. If the project and its additional timeslots are gone, it is meant to take place only once.

Other agencies may be flexible and ask you to contact them to determine the specific date and time. Please register for this project in the system prior to contacting the agency.

Supply Drives: If you are interested in a supply drive, sort by “participants needed”. You will see that all supply drives appear first on the list, with the number of participants still needed displayed as “1.” The number 1 merely represents that you, as the coordinator, will sign up to be responsible for bringing the information back to your organization. Clearly, you can recruit as many others as you would like to fill the need. Also, the date and time selected for the supply drive is the agency’s preferred time for a drop off.



The screenshot shows a web interface for project listings. At the top, it displays 'Results: 5' and a search filter set to 'Participants Still Needed' with 'Ascending' order and a 'Sort' button. Below this, three projects are listed:

- 1. Health & Hygiene Supply Drive**
Agency: United Way Of Greater Milwaukee
Address: Milwaukee, WI 53212
Description: We are collecting Health & Hygiene supplies for the homeless.
We will need: Shampoo, Soap, toothpaste, toothbrushes
Participants Still Needed: 1
Date / Time
Sat, Sep 20, 2008 08:30 am to 11:30 am: (1 slot) 1 participant still needed [Register](#)
- 2. Beautify the Lobby**
Agency: United Way Of Greater Milwaukee
Address: Milwaukee, WI 53212
Description: Paint our lobby so that we can greet our volunteers and clients with a bright and cheerful atmosphere
Participants Still Needed: Unlimited
Date / Time
Mon, Sep 08, 2008 04:30 am to 06:30 am: (10 slots) 10 participants still needed [Register](#)
Tue, Sep 16, 2008 12:00 pm to 02:00 pm: [Register](#)
- 3. Read with Children**
Agency: United Way Of Greater Milwaukee

11. When you have selected the project you are interested in, click “register” next to it on the right.

- If you are not already logged in you will be prompted to enter your username and password. Fill in appropriate information to login, and you will be taken directly back to the project registration page (see page 1 of this packet for detailed login instructions).
- Select the # of volunteers that you are registering. Click through to the next page (using the save and continue button).

Register for Assemble & install a garden shed

You are registering for Assemble & install a garden shed on Thursday September 16, 2010 09:00 am to 04:00 pm (in US/Central time).

How many spots would you like to claim? If you are signing up just yourself, you'll need one slot. If you are signing up a group, please enter the number of people in your group. *

(4 available spots. Maximum spots to claim for group registrations is 4)

- Fill in the name of your group and your organization name. **Please be sure to include your organization name so the agency knows who to expect!** Read the Volunteer Photo Release and Liability Waiver and check the box. You are signing this waiver on behalf of your group. Please be sure to explain the waiver to your group members.

Under “Group Members”, your name and contact information is listed as Participant 1. You are also prompted to provide contact information for all other volunteers in your group – note: This is optional. If you do choose to provide this information, you will need to have the phone # or email address for each listed participant.

[About Us](#) | [Logout](#)

Register for Assemble & install a garden shed on Thursday September 16, 2010 09:00 am to 04:00 pm

Volunteer Photo Release And Liability Waiver * I have read and agree with the [Volunteer Photo Release And Liability Waiver](#)

General Information

Name of Group *

Miscellaneous Information

* Organization

Participant 1 (Yourself)

First name *

Last name *

Phone (including area code)

Email

Note: Email address or phone number is required

Participant 2

First name

15. Click complete registration once you have entered all of your information. You have now submitted your registration and will see the following page:

Registration Information

Project: Assemble & install a garden shed
 Time Slot (in US/Central time): Thursday September 16, 2010 09:00 am to 04:00 pm
 Private Group: No
 Number Participants Committed: 4
 Type: Group
 Group Name: Communications
 Leader Name: Ron Inwin
 Leader Email: rinwin@unitedwaymilwaukee.org
 Leader Phone: none

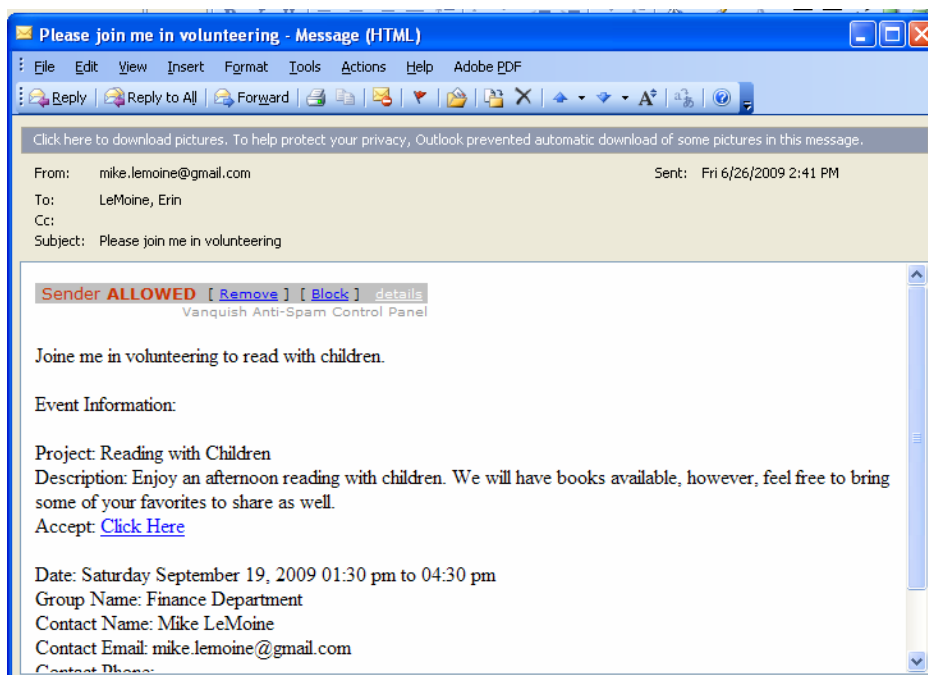
Participant Information:

Results: 1					
First Name	Last Name	Email	Phone	Date of Registration (in US/Central time)	
1 Ron	Inwin	rinwin@unitedwaymilwaukee.org	N/A	Jul 14, 2010	edit erase

Approved?: No
 Organization: Johnson Cor

General Actions ▶ Back to Project Details ▶ Sign Up for Another Project	Registration Actions ▶ Edit Registration ▶ Erase Registration
Invite Actions ▶ Email Participants ▶ Invite Participants ▶ Check Invite Status	Participant Actions ▶ Add Participant

16. You will see that you have the opportunity to register for more projects by clicking, "Sign up for another project." You are also able to invite friends or colleagues to participate in your project by entering their e-mail addresses. An e-mail (see below) will then be sent to those individuals inviting them to sign-up for your project.



17. After registering for a project, you will receive two emails: One, confirming that you have registered for a project, and a second email when your project registration is approved by United Way. The email will NOT provide you with specific project information. To revisit the specifics of the projects for which you have signed up, log back in at (<http://www.volunteersolutions.org/vcgw/volunteer/>)

18. Under “Your Events,” you can click on the projects that you have selected, and all the details will be displayed.

19. We recommend that you:
- Print this information for your records.
 - Contact the “Primary Contact” listed to set up a time to touch base before the project date.

Carnival Fun
[Back to where you were]

Agency: United Way Of Greater Milwaukee
Project Name: Carnival Fun
Primary Contact: Jane Butenhoff, Human Resources, (414) 263-8138, (email)
Primary Address: 225 W. Vine Street
Milwaukee, WI 53212
(See a map)

Description: Join us to celebrate United Way's birthday with a Carnival.
Parking Information: in a parking lot
Dress/Attire: comfortable clothes
Food Provided: Dinner
Special Instructions: no

Available Time Slots:

Results: 1	
Participants Still Needed	Date / Time
Full	Mon, Sep 15, 2008 02:00 pm to 05:00 pm

Registrations:

Results: 1							
Time Slot	Reg Date	Num Participants	Approved?	First Name	Last Name	Group Name	
Mon, Sep 15, 2008 02:00 pm to 05:00 pm	Jul 1, 2008	15	No	Mike	LeMoine	E-Commerce	Details

More information about United Way Of Greater Milwaukee
Last updated on October 15, 2007

Mission: To improve lives by mobilizing community resources