



UNITED WAY

Payne County

Day of Caring Project Information

PROJECT BRIEFING: Your team coordinator will receive your project assignment from Kyle Gibbs. Team coordinators or designees, please familiarize yourself with your project(s) **before** the Day of Caring. Share that information with your team members so that everyone understands the work to be done and the tools needed. Your team may be asked to bring common tools such as rakes, shovels, hoes, weed eaters, or lawn mowers.

We strongly urge you to visit with agency contacts and/or the UWPC project coordinators in advance. Their contact information can be found on our project assignment sheet.

PROJECT COMPLETION: Volunteers/Teams, we are relying on your team to complete your project prior to leaving the job site for the day. **Please stay until your project is complete.** If your team is unable to complete your project in the time you have available please contact the United Way office at 405-377-2161 to coordinate volunteers from other projects (if available) to assist in completing your project. If you finish early and want more to do, please call the United Way office at 405-377-2161.

Please leave your work areas clean and in better shape than when you arrived for the day.

SITE ARRIVAL: Stillwater volunteers should plan to arrive as a group on-site at 8:30a.m. Early arrivals are discouraged unless prior arrangements have been made in advance with agency contacts. Assemble your group when you arrive at the job site and **wait for an agency representative to provide directions** before commencing work.

PAINTING: Please be as detailed and careful as possible when painting. Use painter's tape and plastic sheeting to avoid making messes. Use the provided tray liners when painting. Throw them away when done. Please **clean brushes and roller pads and return them to the United Way office** when done for the day. Leave any extra paint with the agency or client.

YARD WASTE: Nate's Tree Service is providing free pickup for tree trimmings and brush; however, they have only two people and a giant truck. **Pile all tree trimmings and clipping at the edge of yards** where there is ample room for a large truck pulling a long trailer to parallel park. They use a big grapple to load the limbs.

Call the United Way office (405-377-2161) when you are ready for Nate's to respond and start loading limbs. Don't assume we know there are clippings at your site. Small amounts can be bundled and left on the curb for the City to pick up - it must be bundled.

PROJECT MATERIALS: Materials for your project will be waiting for you at the job site. If you need additional items, please call the UW office at 405-377-2161. A swamper will be dispatched to get you fixed up.

AGENCIES ARE OPEN FOR BUSINESS: Our agencies are open and serving their clients as normal. Please be respectful of the spaces and clients.

EXTRA HELP IS AVAILABLE: We have been blessed with an abundance of volunteers this year. We were able to send multiple volunteers to each site as a result. The work will likely go fast. If you finish early and would like to work more, call the United Way office 405-377-2161. Likewise, if you need more help, call the United Way office.

RETURNING TOOLS: When your work is completed, **please clean and return any tools (paint brushes, pans, rollers, etc.) to the United Way office at 109 E. 9th Ave.** Leave extra paint at the work site or agency.

THANK YOU FOR YOUR SERVANT HEART!: UWPC Day of Caring involves hundreds of volunteers at dozens of sites all over Payne County. There is a great deal of planning and coordination required to make the day run smoothly and be of benefit to our agencies and clients. Please call or email if you have any questions.

UNITED IS THE WAY
