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## Memorandum of Understanding

### United Way Community Campaign will:

- Provide a person to act as liaison between the organization and the United Way *Day of Caring* committee.
- Provide orientation to organization coordinators.
- Prepare and distribute information about United Way *Day of Caring* to the organization.
- Make every effort to arrange a partnership between your organization and workplace volunteers.
- Provide workplace volunteers with a description of work to be completed, as submitted by the organization.
- Provide the name and contact information of the workplace coordinator.
- Act as a resource to the organization.
- Keep the organization updated about United Way *Day of Caring* activities.
- Promote United Way *Day of Caring* to the media.
- Provide the organization with an opportunity to evaluate United Way *Day of Caring*.

### Participating organizations will:

- Assign a staff person to serve as a project coordinator for each United Way *Day of Caring* project.
- Send an organization coordinator or project coordinator to attend the United Way *Day of Caring* training and orientation session.
- Work together with workplaces to adequately protect the organization, workplace volunteers and the organization's clients with appropriate commercial **general liability insurance**. If insurance does not cover special events such as United Way *Day of Caring*, the organization will obtain an endorsement or liability rider expressly covering United Way *Day of Caring* activities.
- Plan and provide a significant experience for workplace volunteers that directly benefit both organization clientele and other programs of the organization.
- Complete United Way *Day of Caring* **online project registration**.
- Review the **Memorandum of Understanding**. Sign and submit the form electronically to United Way of Central and Northeastern Connecticut.
- **Contact the workplace coordinator** prior to United Way *Day of Caring* to discuss all details of the project.
- Maintain regular contact with the workplace coordinator. Keep the United Way *Day of Caring* committee updated on

progress of the project and any changes as needed.

- Work with United Way of Central and Northeastern Connecticut in promoting *United Way Day of Caring* to the local media.
- Allow photographs and video to be taken at project sites and allow organizational staff to be included in such material.
- Assist workplaces with promotion as needed.
- Collect **Volunteer Release Forms** from all workplace volunteers prior to beginning work on *United Way Day of Caring* and keep releases on file at the organization for at least one year.
- **Supply adequate staff and volunteers**, including the organization's board members, to help the project coordinator instruct, supervise and support workplace volunteers on *United Way Day of Caring*.
- **Provide necessary supplies and equipment**, orientation, an organization tour and meals or refreshments for workplace volunteers.
- Provide for adequate safety of workplace volunteers.
- Provide a written evaluation of the event to the *United Way Day of Caring* committee.
- Thank workplace volunteers for making a difference on *United Way Day of Caring*.