

# WORKPLACE & COMMUNITY VOLUNTEER OPPORTUNITY GUIDE

---

2021-2022



United Way of  
Champaign County

# TABLE OF CONTENTS



01	TABLE OF CONTENTS
02	INTRO TO OUR VOLUNTEER PROGRAM
03	YOU WANT TO VOLUNTEER—NOW WHAT?
04	GUIDELINES TO FOLLOW
05	HOW TO START & HOW WE CAN HELP YOU
07	CORPORATE VOLUNTEER REQUEST FORM
08	HOW TO RUN A COLLECTION DRIVE
11	EDUCATION
22	HEALTH
45	FINANCIAL STABILITY

# UNITED WAY VOLUNTEER PROGRAM

Volunteering through UWCC is a great way to give back while getting involved and helping address some of the most important issues facing our community today.

## Employee Teams

United Way connects employee teams to meaningful volunteer experiences that impact lives within our focus areas.

Whether it's a one-day activity or quarterly team building projects, an hour, or an afternoon, we provide you with a quality experience that improves lives. We do it all for you! It's a service we provide at no cost to companies who support United Way in the annual fundraising campaign. We also offer this one-time service to "new" companies, once a year, to help introduce them to the work of UW and its partners. Our customized options provide activities that focus on one of United Way's three pillars: education, financial stability, or health.

## Individual Employees

We have individual opportunities available from reading to children or delivering meals to seniors and lots in between.

For more information, browse the pages of this guide or contact United Way at [liveunited@uwayhelps.org](mailto:liveunited@uwayhelps.org).





# YOU WANT TO VOLUNTEER: NOW WHAT?

## HOW?

- **Identify one or two people** to oversee planning.
- **Identify workplace interests** regarding volunteer opportunities.
- **Research** - Once the desired cause is identified research how volunteers are already involved in your community or identify a current need you can fill.

- **Set goals** to motivate employees.
- **Contact the organization** & discuss ways your team could be effective volunteers for the organization.
- **Develop systems to reward** and recognize volunteering employees, whether with a certificate of appreciation, t-shirts, or extra vacation time.
- **Publicize!** Communicate before/after the event through newsletters, email, media releases, etc.

## ETC.

- **Plan ahead!** Coordination of a workplace volunteer effort requires planning and organization, so begin months in advance.
- **Have your main coordinator(s) visit** the volunteer site to assist in the planning and logistics.
- **Set goals** to increase motivation and check that the company goals align with the current needs of the community.
- **Identify any possible costs** for food, special tools, or supplies.
- **Consider organizing volunteer activities** that supports that support the same non-profits.

## WHY?

### Strengthens your team

- Engaging employees in a community partnership strengthens talent retention, boosts morale and provides staff development opportunities.

### Builds your business

- Community involvement helps you reach a broader audience. You can see increased sales and improves client relationships.

### Builds your reputation

- Community focus strengthens you as an industry and community leader with stakeholders, employees, prospective employees, and customers.
- **Enhances one's sense of self-worth.**
- **Increases commitment to community.**
- **Enhances personal development and leadership skills.**

# GUIDELINES

United Way and its partners are always in need of volunteers to help support our mission: *Bringing People and Resources Together to Create Positive Change and Lasting Impact in Our Community*. To better help us provide you with the best customer service as we develop your employee volunteer planning, please follow the guidelines listed below:

1. Submit your project request form on-line a minimum of 4 weeks before your desired project date. (Please allow 4-6 weeks of planning for multiple projects or a series of dates.)
2. Assign a company team leader to communicate to employees about the event including volunteer assignments, details about the project, clothing recommendations, directions, and parking.

United Way will provide all information to the company team leader for communication.

3. Cancellations must be made within five business days to prevent undue hardship to our partners who rely on volunteer assistance. A cancellation fee of \$250 will be billed for any event not canceled within this time frame.

*To schedule a planning session with staff, please email  
[liveunited@unitedwaychampaign.org](mailto:liveunited@unitedwaychampaign.org)*



# DESIGNING A VOLUNTEER PROGRAM THAT WORKS BEST FOR YOUR ORGANIZATION

United Way of Champaign County can help companies who are looking to deepen their employee volunteer engagement by forming an employee volunteer program (EVP). We can help assist in this process or even manage the program for the company. Below are some key components to consider when establishing an employee volunteer program.

**Learn about past initiatives and understand future goals.** To set up a company's EVP you'll need to understand the kind of employee volunteering that has come before, as well as what the company needs and wants from a program. As you assess the company's volunteer engagement, be sure to look for ways to align volunteering with both the company's philanthropic and brand strategies.

**Determine the program's management.** It is important to consider who will manage the volunteer program activities internally. Will there be more than one or two leaders? Or will there need to be a specific committee, council, or employee assigned to manage the program? Every company is different but it is important to take the time and consideration to set up the EVP structure so resources can be allocated and a plan for staff engagement can be developed.

**Get buy-in at all company levels.** Securing support from senior management is key, but remember to include other levels of employees input on how the volunteer program is put together is equally important. You should seek employee feedback about the agencies and causes that interest them, the projects in the past that they have enjoyed the most, and what other things they would like to see from the program. Keeping employees engaged in the process creates greater ownership for the program and potentially increased participation.

**Align the EVP with corporate social responsibility priorities.** If you establish volunteer priorities that connect to your core business, employees will have a better understanding of the purpose of their service. Every volunteer activity should be focused around helping to solve real community needs. An employee participating in a project should also understand what community issue is being addressed by the agency or program, and how their work impacts the issue locally, nationally, and globally.

# DESIGNING A VOLUNTEER PROGRAM (CONT.)

**Determine Budget.** Some common budget expenses in an EVP can be the employee time during the business day, funds allocated for recognizing or celebrating volunteering and supplying expenses related to group volunteer projects. Senior-level management and structure of your program influence the need for budgets from the beginning.

If volunteer activities involve providing supplies, who is to cover these costs? Many non-profits cannot provide the supplies and approach partner companies to donate books, literacy kits, food, and sports equipment. Often times these companies provide supplies rather than employees-sometimes both.

What employee-related costs will the program cover? Company volunteer leaders should be prepared to provide water and snacks. If the activity spreads over several hours, a lunch break is necessary, and it should be determined whether lunch will be provided, or employees should prepare their own meal.

Discuss what costs will be covered before a commitment is made to the nonprofit and the company's employees.

**Develop policies and systems to cover issues such as:**

- Conflict of interest
- Program eligibility and approval process
- Allowed expenses
- Liability
- Incentives
- Time reporting
- Dress code



## Corporate Volunteer Request Form



United Way  
of Champaign County

**Company Name** \_\_\_\_\_

Company Contact Name	_____
Contact Email	_____
Contact Phone	_____
Secondary Contact Name	_____
Secondary Contact Email	_____

Focus Area	Health	Education	Financial Stability
	Other/Agency _____		
Location of Event	On Site	Off Site	Maximum Distance willing to travel _____

### Project Details

Estimated Project Budget \_\_\_\_\_ Expected # of Volunteers \_\_\_\_\_

Open to employee families?

☐ No

☐ Yes

☐

Check if there will be children under 18 yrs old

Desired Date of Event \_\_\_\_\_

Is this date flexible?

☐ No

☐ Yes

Desired Start Time \_\_\_\_\_

Desired End Time \_\_\_\_\_

### Event Preferences

Is the company and/or employees willing to purchase/donate necessary materials for the project?

☐ No

☐ Yes

If Yes, please list items \_\_\_\_\_

Additional Details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internal Use  
RD Manager





# HOW TO RUN A COLLECTION DRIVE

Donation drives allow individuals and groups to donate new, unused, or used items to those who really need them. If your organization sets up a donation drive, you can match donations of items or collect donated goods to later disburse.

## Recruit a team that works well together.

- Schedule an initial meeting.
- Determine a leader(s) to keep the collection drive on task.
- Assign roles now or at a future meeting to divide the workload.
- What would you like to collect? Why? What is the need in the community for these items?
- Have a back-up idea in mind.
- Determine a timeframe that works for your group BUT prepare to be flexible based on the needs of the recipient organization
- Can you deliver the items collected?
- Do you want to keep track of volunteer hours or work hours spent on planning and executing? If so, now is the time to decide and start tracking.

## Connect with your UWCC Liaison to vet items and determine a recipient.

- The Liaison will help you confirm that the items are needed, secure any details about sizes, brands, age range, etc.

- You want to avoid collecting a ton of items that might not actually be helpful.
- The UWCC Liaison will help you confirm the dates with the recipient
- organization and any delivery or pick up directions

## Create a goal.

- A goal gives your team something to rally around and hold yourself accountable. Appoint someone to be the communicator of progress to the entire team. Aim high and remain flexible in case you run short of the goal or overachieve!

## Do basic research.

- Learn all you can about the identified organization and the community need to help strengthen your teams' understanding and inform promotional efforts (more on promotion below)
- Conduct research on the recipient organization. Why did you choose this organization and item?



# HOW TO RUN A COLLECTION DRIVE (CONT.)

## Determine a location(s) for the collection and provide a collection method and receptacles.

- i.e.: drive thru; drop-off, one location or multiple, collection bins, securing items collected.
- Are there any restrictions you need to be aware of or any conflicts with the recipient organization?
- Determine hours and days of the collection.
- Appoint volunteers to be responsible for each location.

## Promotion makes the collection effort worthwhile:

- Define a short and memorable message that will make people want to give.
- Use this message to communication about your collection drive.
- Determine how you will spread your message. Fliers (you will create, print?) Where and how will they get distributed?
- E-mail blast to whom? From whom? Personal networks are often the best because you already have an established relationship.
  - Social media- create a Facebook Event? Who will be asked to help share it? Twitter? Instagram? Facebook Live?

- Is a press release appropriate? Ask your UWCC Liaison for a basic template or find one on-line
- Good old-fashioned word of mouth never gets old
  - Do you plan to appeal to co-workers, friends, customers, general public? Each audience will need a method of communication and reminders.

## Have a plan for sorting and “processing” donations.

- Is it feasible to sort as soon as donations come in or do you need to wait until the end?
- Do you need to sort into sizes, gender, age ranges, similar items, etc.?
- If accepting gently used items, be prepared to evaluate them before giving to the charity and have a plan for the items that don't meet your quality standards or those of the receiving organization.
  - Put collections in clean boxes, bags to make delivery easier.
  - Do you want to count the items collected for report out and goal assessment?

# HOW TO RUN A COLLECTION DRIVE (CONT.)

Execute the delivery strategy you laid out at the beginning of your planning.

- Or, if pick-up is required, do you have storage capability if it takes the recipient a while to get the items?

Share your success story.

- Take lots of pictures along the way, secure quotes from team members, volunteers and the receiving organization and share widely.

Evaluate/debrief your effort as a team.

- Work with your UWCC Liaison to debrief.  
\*What worked well? \*What didn't? \*What changes would you make for the future? \*How was your timeframe? \*How was the relationship with the receiving organization? \*Did you meet your goal and reasons why/why not? \*Most importantly, do you want to do it (or something similar) again?!

**WE MAKE A  
LIVING BY  
WHAT WE GET.**

**WE MAKE A  
LIFE BY WHAT  
WE GIVE.**

*-Winston Churchill*



# EDUCATION

Too many children in Champaign County are not ready to learn when they enter school. Decades of studies have proven that quality early childhood programming sets children up for success. At United Way, we're fighting for all children to have an equitable start in school.

By improving early childhood experiences, we will strengthen high school graduation rates, increasing students' future earning potential, and decrease crime in our community. Together we can IMPACT the future.



**United Way of  
Champaign County**



## United Way Literacy Kits

Early learning resources are critical to ensuring children in the Champaign County region are ready for kindergarten and reading at grade-level by third grade.

Our year-round literacy kit efforts ensure that students and families have access to resources to empower them through literacy.

Each kit includes school supplies, an age-appropriate book and information for parents so students can be prepared for kindergarten and reading at grade-level by third grade.

### UWCC Can Support You With:

- A “how-to” guide that includes a list of recommended book titles your group can purchase
- A template of accompanying activities
- A distribution outlet for your kits

### You Will Need To:

- Provide list of materials needed for each kit that your group can purchase



United Way of  
Champaign County



## Little Free Libraries

The Little Free Library is part of United Way of Champaign County's Early Literacy efforts. These libraries help to communicate the importance of getting children engaged in reading and learning at an early age by making books available to children who may not otherwise have access to a home library.

Reading is a critical bridge to success in school, work and life. Parents are encouraged to create routines or other creative ways to engage their children in reading. Books for the entire family may be found in the Little Free Library which strengthens literacy through role modeling.

The libraries offer unlimited access to books in areas where books are scarce. With a "take one, leave one" concept, readers can borrow a book and leave a book to share with others. The books are free and replenished by United Way with donations from the community.

### UWCC Can Support You With:

- A "how-to" guide that includes a list of recommended book titles your group can purchase or how to run a book collection drive.
- Instructions for building a Little Free Library.

### You Will Need To:

- Determine the appropriate location and secure appropriate approval.
- Purchase extra materials.
- Build and install the library. Determine a maintenance and upkeep plan as well monitor it for book stock and be responsible for the promotion and marketing.
- Register the LFL on the website: [www.littlefreelibrary.org](http://www.littlefreelibrary.org).





## Born Learning Trail

The Born Learning Trail turns everyday experiences into teachable moments. The trails support language, literacy, and social skills development, and remind us that learning can be fun and anywhere.

The Trail is a series of 10 interactive signs that offer fun, active learning activities for young children and their families. It helps parents, caregivers and communities create quality engagement opportunities when out on a stroll or visiting a local playground. Signs are available in English and Spanish and translations can also be made to most other languages. The trail can be ordered as a kit and includes instructions, hardware, and reinforced, full color metal signs. Building materials and muscle can be locally sourced – installation days make for a great volunteer event. Signs include the option to have special messaging, including sponsor names, company logos, or another investor recognition.

### UWCC Can Support You With:

- Assistance in identifying and securing a location and ordering of the kit (the kit will come with an installation guide)

### You Will Need To Provide:

- Additional materials needed
- Manpower to install if requested by location hosts
- Any other special event or ribbon cutting costs. (The costs for your group will be around \$2,000 per trail.)



**United Way  
of Champaign County**

A photograph of wooden letter tiles on a wooden surface. The tiles are arranged to spell out the word 'EDUCATION' in a slightly curved line. Each tile has a letter and a small number in the bottom right corner. Other tiles with letters like 'S', 'E', 'G', 'C', and 'R' are scattered around. A blue rectangular box is overlaid on the bottom left of the image, containing the title 'Pen Pals' in yellow text with a yellow underline.

## Pen Pals

Being a Pen Pal is a great opportunity to connect with community youth and make an impact in their lives. It encourages children to practice their reading and writing skills while building a relationship with someone they may have not otherwise met.

The purpose is to be paired with a student for a regular monthly correspondence to foster positive connections. In the letters, it is recommended to write and decorate for children at a school or youth program, congratulate them for working hard, celebrate elementary and middle school graduations, or celebrate other milestones, etc.

### UWCC Can Support You With:

- A “how-to” guide
- Assistance in securing a school or youth program partner for a letter exchange

### You Will Need To:

- Provide pens, paper, envelopes
- Stamps for mailing
- A delivery driver



**United Way**  
of Champaign County



## iRead \* iCount

Literacy and math skills are deficient for a significant percentage of young area children in Champaign-Urbana. Studies prove that these students will have a hard time catching up as their academic careers continue and may continue to fall behind.

With additional support, these students will be more likely to succeed in learning and to make sustainable wages as adults allowing them to support themselves and their families. They are more likely to be productive contributors to our local economy and workforce.

The iRead\*iCount program puts volunteers in the classroom working directly with students to help close the achievement gap.

### UWCC Can Support You With:

- Getting Registered

### You Will Need To:

- Ensure any background checks needed and submit them, as well as cover any costs not covered by the school or partnering locations
- Provide time during the workday/school day for each volunteer to fulfill their tutoring role



**United Way**  
of Champaign County





## Book Drive

United Way understands that every child in Champaign County must be able to read proficiently so they can be successful in school, work and life. Research shows that having books in the home is one of the best ways to support and encourage a child's learning and academic achievements. In fact, the number of books in a home is a stronger predictor of a child's eventual level of education than are the household income and the parents' levels of education.

Having a home library delivers the message that books are fun, important, and part of everyday life.

### UWCC Can Support You With:

- A basic "how-to" guide
- Providing assistance in determining the age level of books needed and a partnering recipient, a list of suggested or required books to be collected

### You Will Need To:

- Provide marketing and promotion for the collection event
- Take a count of books collected to UWCC and apply donation stickers to each book
- Provide a way to deliver books to partnering locations following completion of the collection drive



United Way  
of Champaign County



## School Supply Drive

Join United Way's fight for every student to get a quality education in Champaign County. You can help support our local students by running a supply drive.

Consider setting up a few collection boxes at your business or organization to collect supplies from your employees and/or customers. Promote the drive on internal staff emails or to customers via your social media networks.

It's hard to do the work if you don't have the tools.

### UWCC Can Support You With:

- A basic "how-to" guide
- Providing assistance in determining a school or youth organization to be the recipient of collected items
- A list of suggested supplies to be collected

### You Will Need To:

- Provide marketing and promotion for the drive
- Collection boxes
- Needed bag assembly as instructed by the recipient
- The delivery of collected items to the recipient
- Secure collection sites



United Way  
of Champaign County



## Snack Packs for Children

When many children leave school, they come “home” to a shelter or a temporary stay with family or friends. This project would be to make snack packs for those children. Your team would put together items like juice boxes, fruit snacks, and granola bars, along with a note of encouragement to let them know that someone is thinking about them.

### UWCC Can Support You With:

- A basic “how-to” guide
- A partner organization(s) to be the recipient of the packs


### You Will Need To:

- Provide marketing and promotion for the collection event or funds to purchase
- Volunteers to assemble packs
- Materials and volunteers for note writing
- Delivery to partnering organization



United Way  
of Champaign County



A photograph of wooden letter tiles on a wooden surface. The tiles are arranged to spell out the word 'EDUCATION' in a slightly curved line. Other tiles with letters like 'S', 'E', 'G', 'C', and 'R' are scattered around. A blue semi-transparent banner is overlaid on the bottom left of the image, containing the title 'Military Support' in yellow text.

## Military Support

Organize a letter-writing campaign for veterans or active duty servicemen and women. You can even invite individuals who have previously served in the military or have family members who have served to lead the campaign.

### UWCC Can Support You With:

- A connection to local Veterans Affairs (VA) programs

### You Will Need To:

- Provide volunteers for letter writing
- Provide letter writing material or items for care packages
- Provide items for care packages
- Cover mail and delivery costs



**United Way  
of Champaign County**



## Holiday | Thinking of You Cards

Get creative and crafty by making holiday cards or thinking of you cards for individuals and families who may not receive greetings on special days such as Valentine's Day, Mother's Day, Thanksgiving, Christmas, or Hanukkah.

### UWCC Can Support You With:

- Helping to identify recipients

### You Will Need To:

- Provide art and card-making supplies
- Provide delivery



**United Way  
of Champaign County**

# HEALTH

Whether it is a neighbor without health insurance, a victim of abuse, someone struggling with mental illness or any addiction, United Way is working to ensure everyone has access to affordable and quality care.

**United  
Way**



**United Way of  
Champaign County**





## Diaper Drive for Bottom Line Diaper Bank

Diapers are a basic need for all babies and their families, yet some caregivers are not able to provide enough diapers to get through the day. Hosting a diaper drive for Bottom Line Diaper Bank ensure families are getting the supplies they need for peace of mind.

The National Diaper Bank Network reports that 1 in 3 families in America experience this need. Some parents are forced to leave their babies in the same diaper for an entire day because they do not have access to a sufficient supply of diapers.

Join United Way of Champaign County in working to provide this essential need. Keeping infants and toddlers clean and dry is key to building a healthy foundation.

### UWCC Can Support You With:

- A basic “how-to” guide
- An opportunity to help sort and repackage as a small group

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Provide delivery



United Way  
of Champaign County



## Diaper Bank Repack

The Bottom Line Diaper Bank is run by a unique partnership between the United Way of Champaign County and the Champaign-Urbana Public Health Department (C-UPHD). Diapers are housed in the basement of the C-UPHD building at 201 W. Kenyon Road in Champaign, which is where volunteers repack diapers into smaller quantities for our partner programs to distribute to the families that they serve.

We are in need of volunteers to help repack diapers! It's a fun way to work together as a team for a good cause. We can accommodate up to 10 people at a time and it will take about 45 minutes to an hour. Most of our repacks are in the morning or over the lunch hour. The basement is not wheelchair accessible and the stairs are a little steep, but there is a handrail. C-UPHD requires that all volunteers in the building be fully vaccinated and masked and strongly recommends boosting.

### UWCC Can Support You With:

- An opportunity to help sort and repackage as a small group

### You Will Need To:

- Provide volunteers



Click above to sign up for a repack opportunity!





## Meal Delivery

Everyone loves eating a nice, warm, home cooked meal that reminds us of home. Help United Way of Champaign County provide quality hot meals for seniors to improve their nutrition, sustain their independence and enhance the quality of their life. By providing meals, fellowship, and connections to other needed services you can help seniors retain their independence.

United Way will connect you with a local program that would benefit from a one time or better yet a regular commitment by delivering already prepared hot meals to seniors.

### UWCC Can Support You With:

- Secure a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers with vehicles
- Provide any proof of insurance or background checks required by partner
- Provide time during the workday



**United Way  
of Champaign County**





## Soup Kitchen

A hot meal is a basic essential that every human deserves and needs. Sadly, thousands of people go without a hot meal every day. Volunteering at a soup kitchen can provide full nutritious meals for the homeless in your community.

Join United Way of Champaign County in the fight against hunger by volunteering at a local soup kitchen and give back.

### UWCC Can Support You With:

- Securing a program partner to be the recipient of your time

### You Will Need To:

- Provide volunteers
- Provide time during the workday
- Secure any background checks or waiver paperwork



United Way  
of Champaign County



## Community Baby Shower

Becoming a parent can be an overwhelming experience both emotionally and economically. A Community Baby Shower connects new and expecting parents experiencing economic hardship with maternal and early childhood resources as well as basic supplies a baby needs.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Letters of support and encouragement (optional)



United Way  
of Champaign County





## Home Safety Kit

Assembling a home safety kit allows recipients of the kit to ensure their homes are as safe as possible for their needs.

Some materials that may be provided but not limited to are baby-proof outlet covers, cabinet latches, smoke alarm, batteries, flashlights, nightlights and bulbs, weather alert radio, etc.

### UWCC Can Support You With:

- A list of supplies
- A partner recipient

### You Will Need To:

- Provide volunteers to sort items either collected or purchased
- Delivery of items to partner organization(s)



United Way  
of Champaign County





## Coat | Mitten | Scarf Drive

With the unpredictable cold winter here in Illinois, appropriate winter attire such as coats, gloves and scarves are essential to people's safety. Owning a nice warm coat can be some people's key to surviving the long winter. Hosting a coat drive can help your community stay warm in the winter months by donating your new or lightly used winter wear. With your help you can keep our community warm one coat, hat, or pair of gloves at a time.

### UWCC Can Support You With:

- A basic "how-to" guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Laundering of used items
- Delivery of items to partner organization



United Way  
of Champaign County



## Blanket Drive

A blanket drive is a simple way for you to collect, purchase or make blankets needed to provide warmth to those in precarious circumstances. United Way of Champaign County asks you to donate/make your own blankets to help vulnerable residents. A blanket can do more than just keep you warm at night—it can warm your heart too!

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide fabric and scissors
- Provide volunteers and items either collected or purchased
- Laundering of gently used items



United Way  
of Champaign County





## Fans for Seniors | Low-Income Households

Many individuals in the community are at risk during the summer months. Heat stroke and heat exhaustion are conditions that can come easily to seniors or those with health concerns and can be potentially deadly. You can help provide much needed relief from the heat by donating fans or air conditioning units for individuals in need.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work


### You Will Need To:

- Provide volunteers and items either collected or purchased
- Delivery of collected items to partner organization



United Way  
of Champaign County





## Rake-a-Thon

For many elderly or disabled residents who do not have family nearby to help, a volunteer raking team relieves their worries and makes a significant difference in just a few short hours.

### UWCC Can Support You With:

- Securing a program partner to be the recipient of your work
- Selecting a date in late fall or spring

### You Will Need To:

- Coordinate volunteers
- Provide bags, rakes, gloves, blowers, etc.



United Way  
of Champaign County



## Cards for Senior Citizens

A personalized card can make anyone smile. Make someone's day by creating and writing a homemade card for them to receive and open. Writing and crafting cards for senior citizens provides company and comfort not only for senior citizens but for the volunteers as well.

### UWCC Can Support You With:

- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide paper, card stock, markers, stickers, other art supplies and craft materials either collected or purchased
- Provide samples for your team of volunteers
- Provide delivery or postage



**United Way  
of Champaign County**





## Reusable Bag Craft Project

Having a reusable bag craft project allows people to creatively reimagine their old T-shirts for a fun and environmentally friendly craft. Several local food pantries request these bags!

### UWCC Can Support You With:

- Set of directions
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide the t-shirts either purchased or collected, scissors, a place to work, and volunteers
- Delivery of bags to partner recipient



United Way  
of Champaign County





## Comfort and Care Kits

The Community Coalition and CU Trauma and Resiliency Initiative work together to improve the community's ability to respond to families who have been affected by trauma and violence. Specially trained volunteers provide direct outreach to community members experiencing trauma, making needs assessments, and offering relevant support. The goal of these efforts are to reduce the impact of adverse community experiences by healing and repairing those who have been impacted by trauma, share resources with those impacted by trauma and help identify and find healing and helpful solutions.

The Comfort and Care Kits are to provide a small act of kindness and support when the volunteers meet with a survivor. Sometimes they are in the hospital as a patient or concerned family member. Other times they can't return home because it is not safe. Or they may be home but carrying the heavy burden and reaching out for help.

### UWCC Can Support You With:

- A basic "how-to" guide
- Securing a program partner to be the recipient of your work
- A list of items to be collected or purchased

### You Will Need To:

- Collect or purchase items
- Provide volunteers to sort items and create kits
- Deliver the collected items



United Way  
of Champaign County



## Hygiene Supply Drive

Simple hygiene tools such as toothbrushes, soap, shampoo, conditioners, toothpaste, etc. are necessary for overall health and a feeling of dignity and self-worth. Join United Way of Champaign County in collecting hygiene tools for those who need it in the community.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work
- A list of items to be collected or purchased

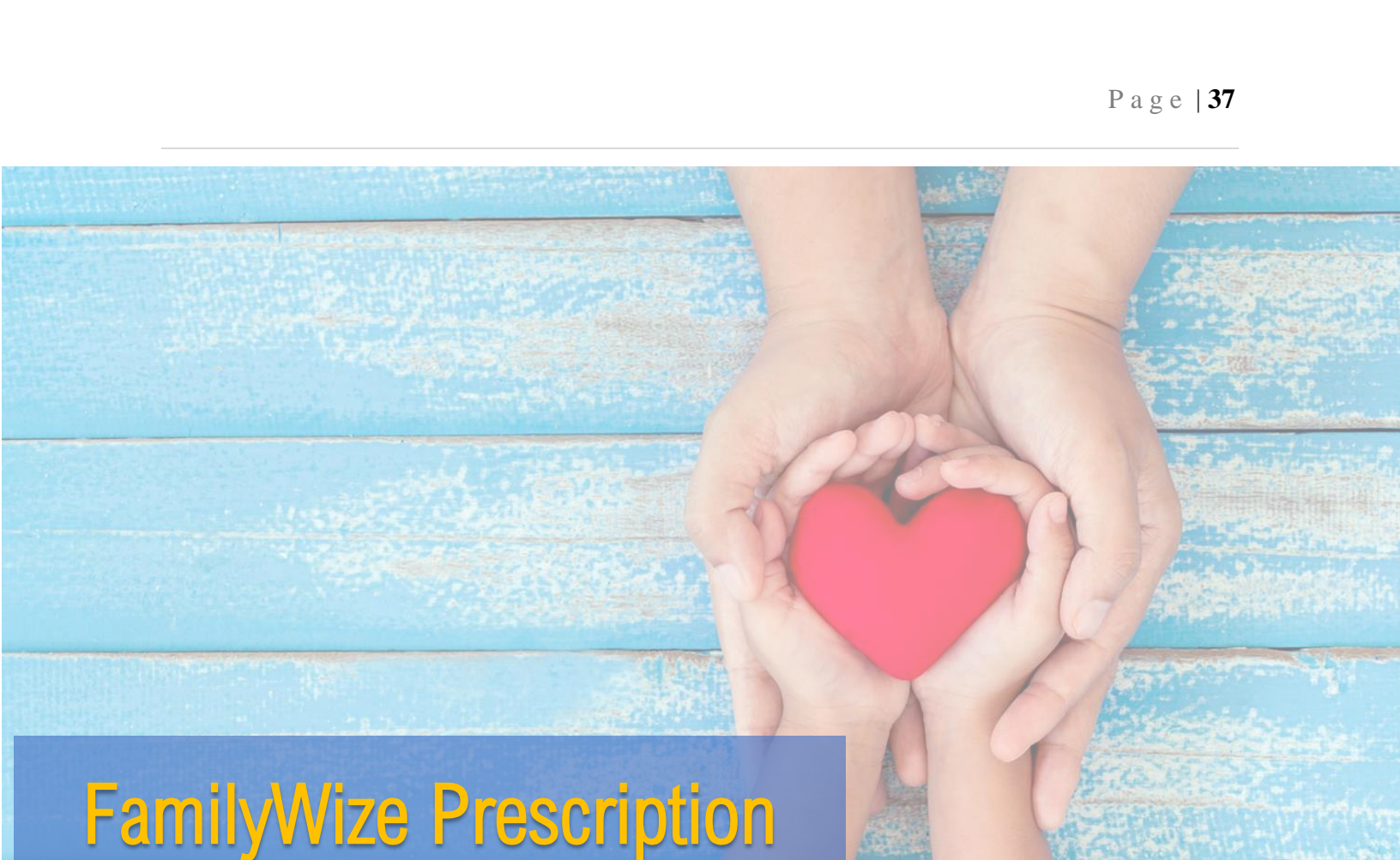
### You Will Need To:

- Provide volunteers and items either collected or purchased
- Deliver the collected items



United Way  
of Champaign County





## FamilyWize Prescription Saving Circulation

The FamilyWize Prescription Drug Discount Card enables anyone to receive discounted pricing on prescription drugs. This is not insurance. Rather, it is a program that offers immediate discounts on prescription drugs that are not covered by regular insurance. Simply present the card with any prescription at a local pharmacy.

### UWCC Can Support You With:

- FamilyWize cards and information
- Marketing information
- FAQ materials

### You Will Need To:

- Find locations to distribute
- Share your new knowledge of this awesome resource



United Way  
of Champaign County





## Blood Pressure Screening

Regularly checking your blood pressure can indicate and prevent your health from deteriorating further and in some cases save your life. It is always important to check your blood pressure- especially if you are prone to hypertension. A blood pressure screening can provide an opportunity for residents in our community who usually cannot afford to go get a screening to better manage their health.

### UWCC Can Support You With:

- Securing a program partner to be the recipient of your work and securing medical professionals to administer the screening
- Help you with logistics for the event

### You Will Need To:

- Provide volunteers
- Select a location
- Market and promote the event



United Way  
of Champaign County



## Blood Drive

There is always a shortage and need for blood to be donated. In a short time, you can be donating a pint of blood that can be used for countless medical needs to save countless lives. Blood drives can be held in a conference room, gymnasium, classroom or similar location within your facility, or, if a suitable location can't be found, a Donor Bus (a fully functioning donor-room-on-wheels) can be brought directly to you!

### UWCC Can Support You With:

- Securing a liaison at the regional blood center

### You Will Need To:

- Promote the drive



**United Way  
of Champaign County**





## Emergency Preparedness Neighborhood Canvas

The goal of this canvas is to educate and prepare your neighbors and community for any emergency or disaster that may strike to ensure maximum safety. Additionally, home safety kits can be compiled: child safety items, door knob locks, gas stove child proof knob covers, etc.

### UWCC Can Support You With:

- A basic “how-to” guide
- Establish a contact with the appropriate municipality
- Help you identify information to be shared

### You Will Need To:

- Provide volunteers
- Maps or locations of area to be covered
- Water and snacks for volunteers
- Print materials
- Create packets to be distributed



United Way  
of Champaign County





## Smoke Alarm Battery Replacement Canvas

Smoke alarms are the residential fire safety success story of the past 30 years. Each year, three out of five home fire deaths result from fires in homes with no smoke alarms or no working smoke alarms. The risk of dying in a reported home fire is cut in half in homes with working smoke alarms. Smoke alarms fail most of the time because of missing, disconnected, or dead batteries.

A smoke alarm installation program in your community can make a big difference in reducing deaths and injuries in a fire. The approach to an installation program is simple. Fire safety advocates in our community team up to install smoke alarms. These advocates can be firefighters, safety educators, business leaders, representatives of older adult or health groups, and others. It can target an entire community, or it can be very focused, reaching out to a core group of vulnerable citizens. By installing smoke alarms in homes, you'll be doing your part to make residents and our entire community much safer.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a partner to work with

### You Will Need To:

- Orchestrate volunteers
- Provide batteries, ladders, secure safety waivers, and general information



**United Way  
of Champaign County**



## Plant a Community Garden

A community garden opens a collaborative opportunity for your employee team to work together in planting a garden and determine the recipients of the produce.



**United Way  
of Champaign County**

### UWCC Can Support You With:

- A technical assistance partner
- A list of recipient suggestions

### You Will Need To:

- Find a location
- Provide volunteers
- Develop a tending and maintenance schedule
- Obtain seeds, plants, and tools
- Finalize a recipient for harvested items
- Develop a system for gathering and delivery produce to partner





## New Mother Kits

Parenting is hard. Parenting without necessities is harder. Support local parents and our newest little community members by sharing new or gently loved items.

Collect items which are clean, from a non-smoking environment, fully functional, and include all parts.

New or gently used diaper bags, diapers and baby wipes, Newborn- 12 month size clothing, bibs, blankets, burp cloths, hats, socks, bouncy seats, baby baths, parenting books, like new children's books, plastic blocks, push and pull toys, rattles, non-liquid teething rings, interactive toys, new or like new bottles, bottle cleaning/ drying racks, cups/plates, unopened and unexpired baby food, formula and nursing pads, crib sheets, bassinets, outlet covers, cabinet locks, new or unopened baby cream, shampoo and nail clippers, nasal syringe.

For the new mom: new slippers, lotions, maxi pads, nursing bras, nursing covers

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers
- Determine a list of desired items
- Promote your collection drive
- Delivery to partner recipient





## Domestic Violence Shelter Kits

Leaving an unsafe environment is a traumatic experience. Many times, survivors flee with nothing but the clothes on their back. Having kits available helps provide the basic necessities and some comfort. The adult kit includes items such as shampoo, conditioner, soap, toothpaste, toothbrush, dental floss, deodorant, manicure set, chap-stick, journal, a pen, soft blanket, or socks and can include a gift card. The child's kit includes a child's toothbrush, toothpaste, children's shampoo, conditioner, brush/comb, small washable stuffed animal, children's books, crayons, and coloring books. Nightlights or flashlights with bulbs and batteries are nice additions.

### UWCC Can Support You With:

- A basic "how-to" guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers
- Determine a list of desired items
- Promote your collection drive
- Delivery to partner recipient

# Financial Stability

United Way of Champaign County is committed to helping families build savings, manage expenses and provide income supports, access safe shelter and develop the skills to get and keep employment to provide for their basic needs.

Together we can IMPACT the quality of life for many of our neighbors.



**United Way of  
Champaign County**



## VITA Site

The Volunteer Income Tax Assistance (VITA) program, in partnership with the Internal Revenue Service (IRS), is a service designed for low-to-moderate-income individuals to promote and support free tax preparation service.

A VITA volunteer completes a training program on-line and then during tax season serves as a volunteer at a local VITA site assisting tax filers with basic returns.

### UWCC Can Support You With:

- A connection to an IRS representative and training information
- A local VITA site

### You Will Need To:

- Provide volunteer time for training, and time for providing on-site assistance at a local VITA site



**United Way  
of Champaign County**





## Money Mentor

Sponsored by the University of Illinois Extension, the Money Mentor program is a network of trained volunteers who work one-on-one with individuals who request help with personal money management.

Money Mentor volunteers build financial capacity in our local communities by providing financial education and coaching to individuals. In addition to mentoring, individuals work to increase financial capacity in local communities by providing community outreach through displays, community talks, or other outreach projects.

### UWCC Can Support You With:

- Connection to the local Money Mentor program

### You Will Need To:

- Provide volunteers
- Provide training time and time to serve as a mentor which may occur during the work day



**United Way  
of Champaign County**



## Care Boxes

It's easy to take for granted something as simple as a bar of soap. For adults and teens living in poverty or struggling, having access to personal care items supports their health and self-esteem. Each Personal Care Box includes hygiene items most needed as identified by our direct service community partners. This project impacts the following in our community:

- Men, women, and teens residing in or receiving services from local emergency shelters
- Adults with special needs who receive support from agencies providing disabilities services
- Adults and teens struggling with mental illness or addiction
- Adults who are provided immigration and refugee services through our funded agencies

The Personal Care Box Project brings volunteers together to pack personal care packages of essential hygiene and self-care supplies for local men, women, and children in the community.

### UWCC Can Support You With:

- A basic "how-to" guide
- Securing a program partner to be the recipient of your work
- A list of items

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Boxes/shoe boxes or large Ziploc bag for each kit, a note of encouragement
- Delivery to partner organization



## Blessing Bags

A Blessing Bag is a small kit of essential you can keep in your car, purse, backpack, or briefcase. Should you encounter an individual seeking money or assistance, and you aren't quite sure what to do, handing out a Blessing Bag to someone gives you a very real way to meet their immediate needs by providing them with some basic supplies such as toiletries, water, food and warmth.

Blessing Bags are great to keep on hand in your car, so if you are in a situation where you find someone in need, you have the bag right there to hand to them.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work
- A list of items to include

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Kit assembly
- Delivery of kits to partner organization



United Way  
of Champaign County





## Undy 500

Shelters everywhere are in dire need of personal items such as underwear to be donated. These are not items that typically can be donated “gently used” which makes it a great option for a collection drive. Join United Way of Champaign County in purchasing and collecting fresh underwear for men, women, and children to donate to your local shelter provides every person with comfort, cleanliness, and dignity.

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Promote and market your collection drive
- Provide volunteers to sort and count
- Delivery of kits to partner organization



United Way  
of Champaign County



## Socktober

Socks are one of the most commonly requested items at shelters and residential support programs. However, these items are typically difficult to donate used because of wear and tear. Join United Way by offering Socktober (And it can be ANYTIME- not just in the fall). A Socktober drive is an opportunity for reaching out to those in need- starting from the feet up!

### UWCC Can Support You With:

- A basic “how-to” guide
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Promote and market your collection drive
- Provide volunteers to sort and count
- Sort and Deliver



United Way  
of Champaign County



## Home Starter Kit

For families moving into permanent homes, money is usually very tight due to saving for deposits and other money expenses. The Home Starter Kit Project brings volunteers together to create packages of much-needed supplies for families transitioning out of homelessness. These kits offer the possibility to support families gaining long-term stability and helping alleviate some financial stress.

The Home Starter Kit begins with a big Rubbermaid tub to be filled with pots, pans, plates, silverware, toaster, coffee pot, crock pot, visa card for groceries, towels, cleaning supplies, plastic shower curtain liners and rings, and of course a welcome mat! These items can be new/unopened or clean and gently used as appropriate.

### UWCC Can Support You With:

- A list of items
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Promote and market your collection drive
- Provide volunteers to sort items to create kits if multiple kits are being made
- Deliver to partner organization



United Way  
of Champaign County





## Garage Sale

Garage sales are fun. A garage sale for GOOD is even better! A community garage sale allows you to offer your old treasures to others and maybe find some new ones too. Organize a sale, use your network to secure donated items and use the proceeds to support a need in the community!



**United Way  
of Champaign County**

### UWCC Can Support You With:

- A basic “how-to” guide
- Identifying a need in the community you’d like to support
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Develop a plan promote and collect donated items
- A location to host the sale
- Volunteers to help set up and price items
- Volunteers to run the sale
- A plan for unpurchased items
- Delivery of proceeds to partnering organization



## Daytime Center Volunteer Shift

Spend some time hanging out at The Phoenix Daytime Drop-In Center by playing cards, hanging out, or talking to our friends without an address. It may not seem like much, but it's important to just be there and make relationships with the individuals being served! When the winter season approaches, community volunteers are needed to come and spend time before or after work hours when extended emergency warming hours are in place. It is helpful to have friends that are willing to be "on call" for emergency warming hours.

### UWCC Can Support You With:

- Securing the program partner to be the recipient of your time

### You Will Need To:

- Promote the volunteer opportunity
- Secure any paperwork and attend any volunteer trainings
- Provide time during the work day for volunteers to serve



**United Way  
of Champaign County**



## Canteen Run

Easing burdens is the mission of the Canteen Run. In cooperation with the Salvation Army, local churches and individual volunteers, the canteen truck goes throughout downtown Champaign-Urbana with the sole purpose of offering food, drinks, shirts, underwear, blankets, information about services that can help them in their current needs. The opportunity to prayer with them or for them is offered. The truck runs on volunteer power several nights each week.

### UWCC Can Support You With:

- Information on local need
- Connect you with group organizers

### You Will Need To:

- Provide volunteers.



**United Way  
of Champaign County**





## Plastic Bag Collection

There are a few differences between recycling plastic film and recycling other plastics, like bottles, jars, and jugs. The main difference? Most plastic film cannot be recycled in your curbside bin at home. Instead, it must be taken to a drop-off location, like a grocery or other retail store, to be collected for recycling. The goal of the Plastic Bag Collection is to raise awareness of how to properly dispose of plastic items and help clean up the community.

Volunteer your time to saving the environment and help collect the plastic bags and drop them off at an approved location in the region.

### UWCC Can Support You With:

- A basic “how-to” guide
- Identifying a partner organization to reuse the bags
- A list of ideas for other uses for plastic bags

### You Will Need To:

- Promote your collection
- Deliver to partnering organization



**United Way  
of Champaign County**



Hunger and food insecurity are pressing issues in the community that United Way of Champaign County is fighting to stop. Live United and help put an end to hunger by volunteering to host a Foodmobile. A foodmobile is a food pantry that visits areas in the region where citizens do not have access to affordable grocery stores (known as a food desert). The goal is to provide a reliable source of food for those that may be food insecure through cooperation with a network of food pantries, the Foodbank and other community partners around Champaign County. We are always looking for groups to fund a Foodmobile and assist with the set-up and distribution.

#### UWCC Can Support You With:

- Securing a program partner to be the recipient of your work and guide you through the process

#### You Will Need To:

- Provide volunteers
- Provide funds to stock the mobile pantry



**United Way  
of Champaign County**



## Birthday Box

Parents and caregivers want to be able to provide their children with a happy birthday filled with decorations and presents. But this is often a challenge for people at or below the poverty line. The United Way of Champaign County want to bring joy to the children of the community by partnering with organizations to identify children in-need and create personalized boxes of birthday items to make sure they have a happy celebration.

Volunteer to donate items in the customized birthday boxes for birthday boys and girls that are 12 years old or younger and make their birthday memorable.

### UWCC Can Support You With:

- A list of items
- Securing a program partner to be the recipient of your work

### You Will Need To:

- Provide volunteers and items either collected or purchased
- Assemble, decorate, and deliver the birthday box
- Include a note of birthday wishes.



**United Way  
of Champaign County**



