



UNITED WAY
Kaw Valley

NANCY PERRY

DAY OF CARING



Volunteer Team Leadership Handbook



Nancy Perry Day of Caring - Team Captain Handbook

Join us for the annual Nancy Perry Day of Caring on September 17th and 18th, 2026!

Last year's Nancy Perry Day of Caring (NPDOC) was a great success! On September 18th and 19th, we had over 600 volunteers from Shawnee County and Douglas County who opened their hearts, lent their time and talents, and gave a day to show they care about our community.

The Day of Caring was established by United Way of Kaw Valley (UWKV) to promote the spirit and value of volunteerism and increase the awareness of agencies who are working hard to meet the critical needs of our community. As United Way of Kaw Valley we continue this annual tradition and celebrate the impact that people working together can make on our community.

The Day of Caring is named for Nancy Perry who served as president and CEO of United Way of Greater Topeka for 24 years.

Contact Information

Audrey Mott

Director of Shawnee County Initiatives

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Guidelines and Procedures

The corporate **Team Captain** will work directly with UWKV. Coordinating a team, or teams, of volunteers for Day of Caring requires some time; please review the 2026 timeline (on the last page). The following suggestions are provided to help you organize a successful Day of Caring:

1. Recruit volunteers and determine the total number of employees/teams that will participate.
2. Decide on the following:
 - a. Will your team(s) work a half day or a full day?
 - i. Remember, the time of the project is listed online when you sign up. If you sign up for a full-day project, the agency will expect that you will stay all day.
 - b. **Does your team want to volunteer on Thursday, September 18th or on Friday, September 19th?**
 - c. What type of project will the team like to participate in? What are their skills or passions?
3. Recruit **Team Leaders**; each project your company has volunteers for will REQUIRE a **team leader**.
4. **Team leaders are required to give a cell phone number to UWKV in case of an emergency or unforeseen changes/circumstances.**
5. Submit all **Team Leader** emails to Audrey and Monroe through KawValleyVolunteers.org
6. To sign up for projects, **team leaders** will need to create a user profile in KawValleyVolunteers.org, if you do not have one already. If you think you may have one but aren't sure, PLEASE do not create a new profile. If you do not remember your sign-in or password, contact Monroe.
7. **Team Leaders** will create a team for their project and register all team members with email, name, shirt size and RSVP to the breakfast. You also can send a link to each of the team members and they can respond to the team's volunteer opportunity.
8. **Team leaders will also communicate all important information to their team.**
9. Ensure all designated Team Leaders receive this information on Day of Caring.
10. Day of Caring projects will take place September 17th from 9 a.m. to 1 p.m. and September 18th from 9:30 a.m. to 4 p.m.
11. Day of Caring Projects can be full-day (typically 9:30 a.m.- 4:00 p.m.) or half-day (9:00 a.m.-1:00 p.m. or 12:00 p.m.- 4:00 p.m.) The online project descriptions will note the time commitment, location, and project description for the volunteers to view before choosing their project.
12. Be sure that Team Leader(s) get their Day of Caring t-shirts to distribute to their teams prior to the day of the event.
13. If you encounter changes in team size or team members, contact your host agency, as well as UWKV immediately so adjustments can be made, if necessary.

14. Team leaders are responsible for communicating with the agency to clarify project logistics, such as directions to the location, specific arrival time, parking, project specifics, supplies, tools, etc.
15. Some volunteers like to visit the site prior to the event. **Team Leaders should call the host agency to arrange the visit.** This is very important as some agencies need to protect the privacy of their clients.
16. Please remind your team members that no alcoholic beverages can be brought to or consumed at project sites.
17. Use of radio/music can be played with the permission of the host agency site supervisor.



Team Captain
Communicates to Team
Leader and UWKV
regarding registrations,
data, forms, and RSVPs



Team Leader
Communicates to Team
Captain regarding
volunteers and UWKV
regarding project(s)

Benefits of Participation

- Strengthen team-building and leadership skills
- Develop new relationships
- Improve the quality of life in our communities
- Gain awareness of community needs
- Show your company's community involvement and volunteerism

General Information

Projects:

No project will begin before **9:00 a.m. on Thursday and 9:30 a.m. on Friday.**

Half-Day Projects:

Half-day project shifts are 9:00 a.m.-1:00 p.m. or 12:00-4:30 p.m.

Lunch:

Agencies have been asked to provide water and snacks. If they are hosting an all-day volunteer opportunity, they have been asked to arrange a lunch for all volunteers. **Please make arrangements with the agency if you do not plan to eat lunch on site**, as these are donor dollars they are investing in a meal.

If it is a financial burden for the agency, then they have been asked to talk with the team leader and discuss options.

Sign In/Out:

Team leaders are encouraged to use the features KawValleyVolunteers.org has to offer, making it easier to check in volunteers. The Get Connected mobile app is an excellent way for volunteers to check-in when they arrive on site. Agencies and Team Leaders can also arrange to use the check-in kiosk which makes tracking volunteer hours much more efficient and effective. As Team Leaders, you can check the entire team in so not to slow down the process. You can use your cell phone when you arrive at the site. KawValleyVolunteers.org is VERY mobile friendly. Volunteers will not be allowed to participate until they have signed in. **Team leaders**, along with agency site managers, are required to ensure that each volunteer has signed in.

Inclement Weather Plans

Each host agency is responsible for making its own plans in case of inclement weather on the day of NPDOC. Project plans may need to be altered. The agency representative and Team Leaders must communicate directly with each other regarding any changes in plans and disseminate this information to all volunteer team members.

Thank You Kick-Off Breakfast

We invite all volunteers to attend the NPDOC Thank You Kick-Off. The venue for the breakfast this year is Topeka Social (518 SE Adams St, Topeka, KS 66607)

KawValleyVolunteers.org Registration

1. A **Team Leader** for your company is required at any project you have volunteers assigned to.
2. **Team Captains** must send **Team Leader** name and email address to Audrey.
3. **Team Leaders** will be responsible for creating their team in KawValleyVolunteers.org
4. **Start now by having your team members create an account on KawValleyVolunteers.org. If your employees are not sure if they have an account, have them send me an email to confirm.**
5. We will have training materials online for you to review if you have questions about any part of the process.
6. Always ask questions if you need help.
7. Required information for each volunteer on a team:
 - a. First and last name
 - b. Email address (USE COMPANY EMAIL ADDRESS)
 - c. T-shirt size
 - d. RSVP to attend the thank-you breakfast
 - e. Read and digitally sign the General Liability and Photo Waiver/Release-- only digital signatures accepted.

NOTE: ALL volunteers will have to sign in to KawValleyVolunteers.org and digitally sign a waiver. If a volunteer does not already have a KawValleyVolunteers.org user profile, an error will pop up when a team leader enters their name and email address. The team leader will need to click the link in the error message and an email will be sent to the person being added to the team. They will be asked to digitally sign the waiver and then will be able to answer the t-shirt and RSVP question themselves. This will then confirm their spot on the team.

8. T-shirt orders need to be completed by **August 21** to allow enough time for printing.

Communicating with Agency Representative

This is perhaps the most important aspect of a successful Day of Caring project. Once the Team Leader has confirmed all volunteers are registered for the project, it is entirely up to the team leader and agency to communicate about the details. **Please note there may be more than one team leader for the project if more than one company has volunteers participating.**

Follow these helpful hints to make sure you and the agency representative have covered everything:

- Confirm volunteer arrival time. Be sure to confirm the address of the project and who the onsite agency representative will be when volunteers arrive.
- Require some type of advance communication with the team leaders so that the team is prepared on the day.
- Advise the agency the confirmed number of people volunteering.
- Discuss if there are any supplies volunteers may need to bring. The agency will secure all required materials.
- Have the agency representative describe what the volunteer's duties will be that day.
- Discuss activity level and what is expected. For example, if there will be heavy lifting or moving of objects, this should be addressed with the project description.
- Volunteer team members will be wearing their NPDOC shirt; however, ask the agency representative if there are any other dress requirements.
- **Discuss a rain plan and how to make sure all volunteers are contacted the morning of NPDOC with the alternate plan. There is no rain date for the event.**
- Confirm agency will be providing water, lunch, and possibly snacks.
- Ask about parking; is there ample parking? Identify close parking locations. If not, car-pooling as a team may be an option.

Communicating with Team Members

- After having a conversation with the agency representative, email team members any necessary information they need to be made aware of prior to NPDOC.
- Email team if/when any change or updates are made.
- Make arrangements with team members to drop off/pick up NPDOC t-shirts.
- Email 1-2 days before NPDOC to remind the team of the breakfast location, time, project location, where to park/meet, any necessary tools/supplies and to share the social media information.

Showcase your Company Volunteers

- SOCIAL MEDIA, SOCIAL MEDIA, SOCIAL MEDIA!
 - #NPDOC26, #VOLUNTEERMAGIC
 - Make sure to tag both UWKV and the host agency
 - Ask host agency if they have a hashtag they use frequently
- Like the United Way of Kaw Valley and the agency's Facebook page. Agency's information may also be found at KawValleyVolunteers.org
 - FB: <https://www.facebook.com/UWkawvalley/>
- Have volunteers record FB live videos to show the impact their volunteering has for this agency and our community.
- Include agency representatives or other individuals in photo opportunities. HOWEVER, respect the confidentiality of the agency and their project sites. Ask permission before taking photos of the clients (especially children). Agencies do agree to accept photos of the **DOC projects and volunteers.**

Important Dates to Remember

Project submission deadline	7/17
Project Sign Up Open**	
Platinum	7/29-7/31
Diamond	8/3-8/5
Gold	8/6-8/8
Silver	8/10-8/12
Bronze	8/13-8/15
Non-sponsors (Open)	8/17
T-Shirt Order*	8/21
Project Registration closed	8/28
Certificate of Liability to UWKV	8/28
Days of Caring	9/17, 9/18

Friday, September 18th – Nancy Perry Day of Caring (NPDOC) Celebration –
8:00 am – breakfast provided!

Thursday 9/17 Projects begin at 9 am

Friday 9/18 Projects begin at 9:30 am

Current Sponsors

It's never too late to pledge a sponsorship for Nancy Perry Day of Caring!

Platinum -

Diamond -

Gold- Capitol Federal, Evergy,

Silver-

Bronze- Goodyear, Washburn University Aleshire
Center