

KawValleyVolunteers Tutorial for Team Captains

Nancy Perry Day of Caring 2026

September 17-18, 2026

United Way of Kaw Valley (UWKV) is excited to celebrate Nancy Perry Day of Caring (NPDOC) with you this year!

For questions or assistance, email Audrey Mott at amott@uwkawvalley.org and Monroe Hanson at mhanson@uwkawvalley.org.

Click [here](#) to view available volunteer projects for Nancy Perry Day of Caring 2026!

- Projects open in waves according to sponsorship levels. Check the **2026 Team Captain Handbook** for details. Volunteer projects will be open to the public on August 17, 2026.

Click [here](#) for the **2026 Team Captain Handbook**.

NOTE: Team captains/leads will be unable to add individuals to their team(s) that have an incomplete UWKV waiver.

- Share the instructions in the **How to compete the waiver** section with your team members.



How to complete the waiver

All Nancy Perry Day of Caring projects require volunteers to complete United Way of Kaw Valley's volunteer waiver, titled "**2025-26 Confidentiality Agreement for UWKV Volunteers.**" If you completed this last year, you will already be marked as "**Qualified.**"

You will either be prompted to complete the **Qualifications Waiver** when you are invited to join a team, or you can navigate into your profile to complete the Qualifications Waiver.

You will need to login to your KawValleyVolunteers.org account. If it has been a while since you've logged in, the login page has changed.

This is your KawValleyVolunteers.org landing page.

RETURN TO OUR WEBSITE SIGN UP LOGIN

KAWVALLEYVOLUNTEERS.ORG
Powered with your support
by United Way of Kaw Valley

Get Involved, Make a Difference.
VOLUNTEER NOW
Click here to register your organization.

Kicking off the Douglas County Back2School Supply Drive! The Douglas County Back2School Drive is gearing up! Donations will be collected at local businesses and community partners through the month of July. You can volunteer to table or pack backpacks with supplies.

READ MORE & SIGN UP TO VOLUNTEER HERE!

Click **Login**. You'll see the following screen.

getconnected
by Galaxy Digital

Sign in

Email address *
your@example.com

Create an account **Next**

Google
FACEBOOK
APPLE

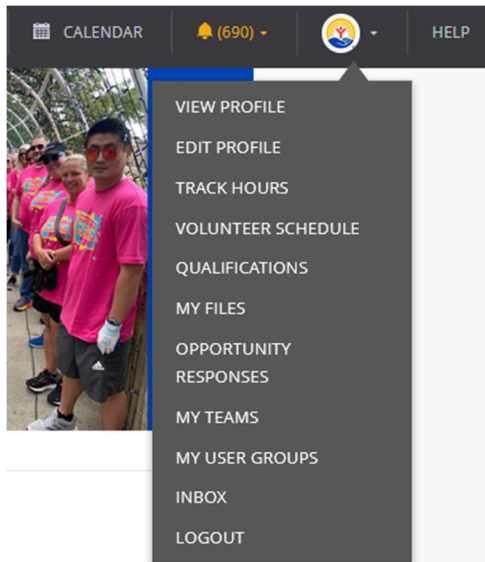
© 2026 Galaxy Digital. All rights reserved.

Enter and verify your email address. If you don't remember your password, click **Forget your password?**

- If you don't receive a password reset email, contact Monroe Hanson at mhanson@uwkawvalley.org for assistance. Do not create a new account.

After you have logged in, you will either be prompted to complete the waiver (if you are responding to a team join link), or you can navigate to your profile.

Click your profile icon in the upper right-hand corner. Click **Qualifications**.



Under **Incomplete Qualifications**, click the link for **2025-26 Confidentiality Agreement for UWKV Volunteers**.

[Home](#) > [My Profile](#) > [My Qualifications](#)

My Qualifications

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS **QUALIFICATIONS**

INBOX

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

Have you read and do you agree to the 2025-26 Volunteer Confidentiality Statement for United Way of Kaw Valley volunteers? [Click to sign: 2025 Confidentiality Statement for UWKV Volunteers](#)

Please respond to this Confidentiality and Volunteer Agreement. [Click to sign: Jayhawk AAA Waiver](#)

[SUBMIT QUALIFICATIONS](#)

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
No Qualifications							

Enter your date of birth.

When's your date of birth?

This waiver is for adult volunteers only. Once we know your date of birth, we'll direct you to the appropriate place. The date entered here can be added as your birthday in your user profile.

Date Of Birth *

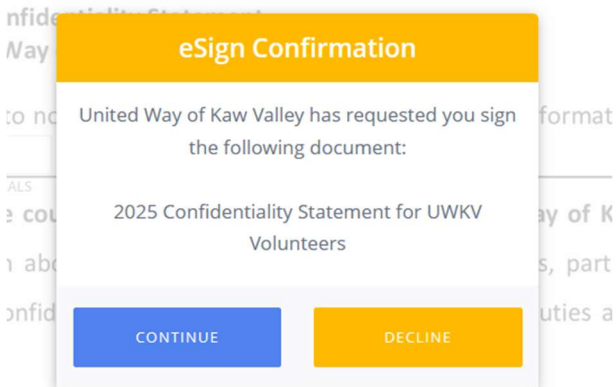
MM/DD/YYYY



Please save my date of birth.

SUBMIT DATE OF BIRTH

Click **Continue** to agree to the **eSign Confirmation** pop up.



Enter your initials, signature, and the date where prompted.

Sign Waiver Page 1

Volunteer Confidentiality Statement
United Way of Kaw Valley

Volunteers of United Way have a responsibility to not disclose information and to consider all information received in their function as confidential. I, _____
INITIALS

understand that information gained during the course of my volunteer work with United Way of Kaw Valley is confidential. Specifically, information about the organization, its donors, employees, partner agencies/programs, and clients shall be kept confidential except where it directly relates to duties as a volunteer/staff of United Way.

Any unauthorized access to the organization, donor, employee, partner agency/program or client information is prohibited and will be considered a breach of confidentiality. Such breach of confidentiality extends to having, communicating, or distributing such information electronically, in hard copy, or in any

Sign Waiver Page 1

other form except when in the process of carrying out my duties as a volunteer.

Upon completion/termination of my volunteer/staff work with United Way of Kaw Valley, I shall not take with me, without first obtaining the written consent of the CEO/President of the organization, any document (original or reproduction) or any tangible evidence of confidential information or data belonging to or under the control of the organization.

I have read (or had read to me) and understand the above information and agree not to view, obtain, or release any information except as required by duties in my volunteer/staff function with United Way of Kaw Valley. I understand that to do so will be considered a serious breach of confidentiality and appropriate action will be taken.

Signature: _____ Date: _____
SIGNATURE DATE

Print Name: _____
INITIALS

[COMPLETE SIGNING](#) [CANCEL](#)

Click **Complete Signing**.

The **2025-26 Confidentiality Agreement for UWKV Volunteers** will now appear under the **Complete Qualifications** heading. Now you can sign up for any volunteer opportunity or join your team!

[Home](#) > [My Profile](#) > [My Qualifications](#)

My Qualifications

[VIEW PROFILE](#) [EDIT PROFILE](#) [TRACK HOURS](#) [VOLUNTEER SCHEDULE](#) [MY FILES](#) [OPPORTUNITY RESPONSES](#) [MY TEAMS](#) [MY USER GROUPS](#)

[QUALIFICATIONS](#) [INBOX](#)

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

You don't have any qualifications to fill out right now

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
United Way of Kaw Valley	2025-26 Confidentiality Agreement for UWKV Volunteers	Have you read and do you agree to the 2025-26 Volunteer Confidentiality Statement for United Way of Kaw Valley volunteers?	VIEW WAIVER	Apr 22, 2026	Jan 1, 2100	Qualified	
United Way of Kaw Valley	Jayhawk AAA	Please respond to this Confidentiality and Volunteer Agreement.	VIEW WAIVER	Apr 9, 2021	Jan 1, 2100	Inactive	

Find a project

Click [here](#) to view available volunteer projects for Nancy Perry Day of Caring 2026!

You may also navigate to KawValleyVolunteers.org, click **Opportunities** on the left-hand menu, and select **Initiative** from the **Select A Filter** dropdown. Select **2026 Nancy Perry Day of Caring** from the **Select Initiative** dropdown. Click **Search**.

The screenshot shows the United Way website interface. At the top, there's a green header with the United Way logo and the text '2026 Nancy Perry Day of Caring'. Below the header, there's a breadcrumb trail: 'Opportunities > 2026 Nancy Perry Day of Caring'. The main heading is 'Opportunities' with a sub-link 'Show needs near me'. There are search and filter controls: 'SEARCH BY' with a search phrase input, 'SORT BY' with a dropdown menu, and 'FILTER BY' with a dropdown menu. The filter dropdown is currently set to '2026 Nancy Perry Day of Caring'. There are 'SEARCH' and 'CANCEL' buttons. Below the search controls, there's a card for an opportunity: 'Happens On Sep 18, 2026', 'NPDOC Team Lead Tutorial Opportunity', and 'United Way of Kaw Valley'. A 'VIEW DETAILS' button is at the bottom of the card.

You may decide to enable additional filters to narrow down the available projects.

Filter by location

To filter by location: Click **Show needs near me**.

[Home](#) > [Opportunities](#) > 2026 Nancy Perry Day of Caring

Opportunities

[Show needs near me](#)

Select a distance in miles from the dropdown. Enter your zipcode. Click **Update**.

[Home](#) > [Opportunities](#) > 2026 Nancy Perry Day of Caring

Opportunities

5 miles

There will now be a location filter active, pictured below.

Team Captains Tutorial NPDOC 2026

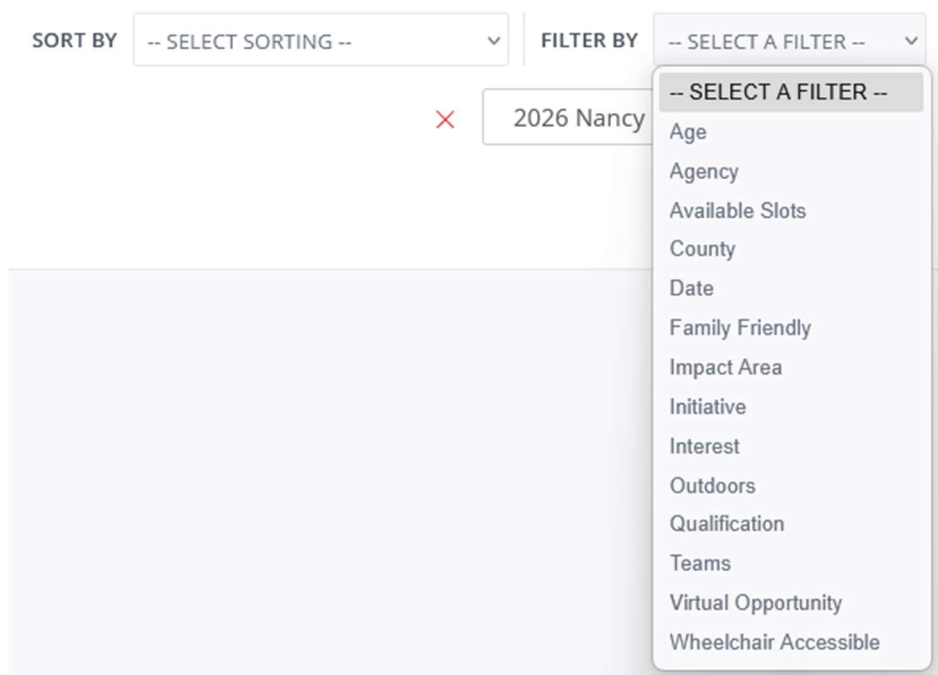
Opportunities

Showing opportunities within 5 miles of 66604

If you want to remove the location filter, you will need to click the blue text and click **Remove**. The page will reload.

Other filters

Filter By: You can select from many different filters in the **Filter By** dropdown, pictured below.



The most useful filters for you might be:

- **Available Slots** – Enter the number of people on your volunteer team to see volunteer opportunities with at least that many slots available.
- **Date** – Filter opportunities by either Thursday or Friday only.
- **Interest** – If there is a particular interest area (ie. basic needs, food prep, health, etc.) your team wants to volunteer in.
- **Outdoors** – Filter for Indoor or Outdoor projects only.
- **Virtual Opportunity** – Filter for virtual (remote) or not virtual projects only.

Sign up a team for an NPDOC Project

You've looked through the available projects and found the right volunteer opportunity for your team! The opportunity page will look something like this:

The screenshot shows the homepage of KAWVALLEYVOLUNTEERS.ORG, which is powered by the United Way of Kaw Valley. The main banner features three images: a woman pushing a shopping cart full of supplies, a person interacting with a child, and a group of volunteers in pink shirts. Below the banner is a navigation menu with options like DASHBOARD, OPPORTUNITIES, EVENTS, AGENCIES, BACK2SCHOOL DRIVE DGCO, BOARD LEADERSHIP TRAINING, and STA CARE CENTER DOWNTOWN LAWRENCE EVENTS. The main content area displays the '2026 Nancy Perry Day of Caring' event, with a sub-section for 'NPDOC Team Lead Tutorial Opportunity'. This section includes the event date (September 18, 2026), time (9:30 am-12:30 pm), and buttons to 'RESPOND' or 'RESPOND AS TEAM'. A 'Description' field provides information about the activity. On the right side, there is a 'Volunteer Spots Remaining' section showing '10' spots and an 'Agency' section featuring the United Way of Kaw Valley logo.

Take note of the number of volunteer spots remaining, and the site supervisor. If you have any questions about the project, you should contact the site supervisor of your chosen project first.

This detailed view of the volunteer opportunity page shows the following information:

- Volunteer Spots Remaining:** 10 (indicated by a person icon).
- Day of Caring:** Indicated by a puzzle piece icon.
- Agency:** United Way of Kaw Valley, with the organization's logo and a 'FANNED' status indicator.
- Site Supervisor:** Monroe Hanson, with a contact email address: mhanson@uwkawvalley.org.

* Example site supervisor

The bottom of the volunteer opportunity will have additional information regarding family friendliness, indoor or outdoor venue, and wheelchair accessibility, as well as the location of the volunteer opportunity and the required waiver.

- The location of the volunteer opportunity may be different from the organization’s office. Take note of the address listed.

All Nancy Perry Day of Caring projects require volunteers to complete United Way of Kaw Valley’s volunteer waiver, titled “**2025-26 Confidentiality Agreement for UWKV Volunteers.**” If you completed this last year, you will already be marked as “**Qualified,**” pictured below.

☑ Is Family Friendly

☑ Register by Aug 28, 2026

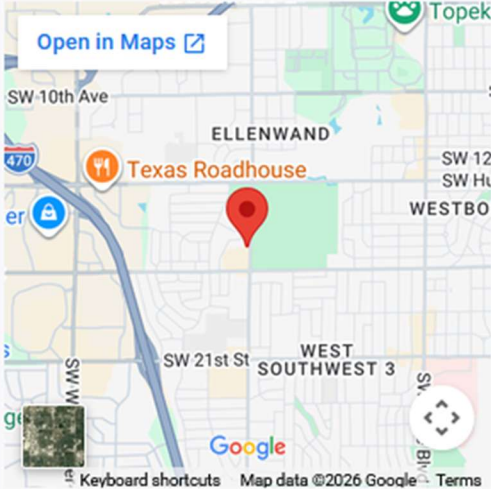
☑ Is Not Outdoors

☑ Is Wheelchair Accessible

⚠ Requires: 2025-26 Confidentiality Agreement for UWKV Volunteers - Status: Qualified

Location

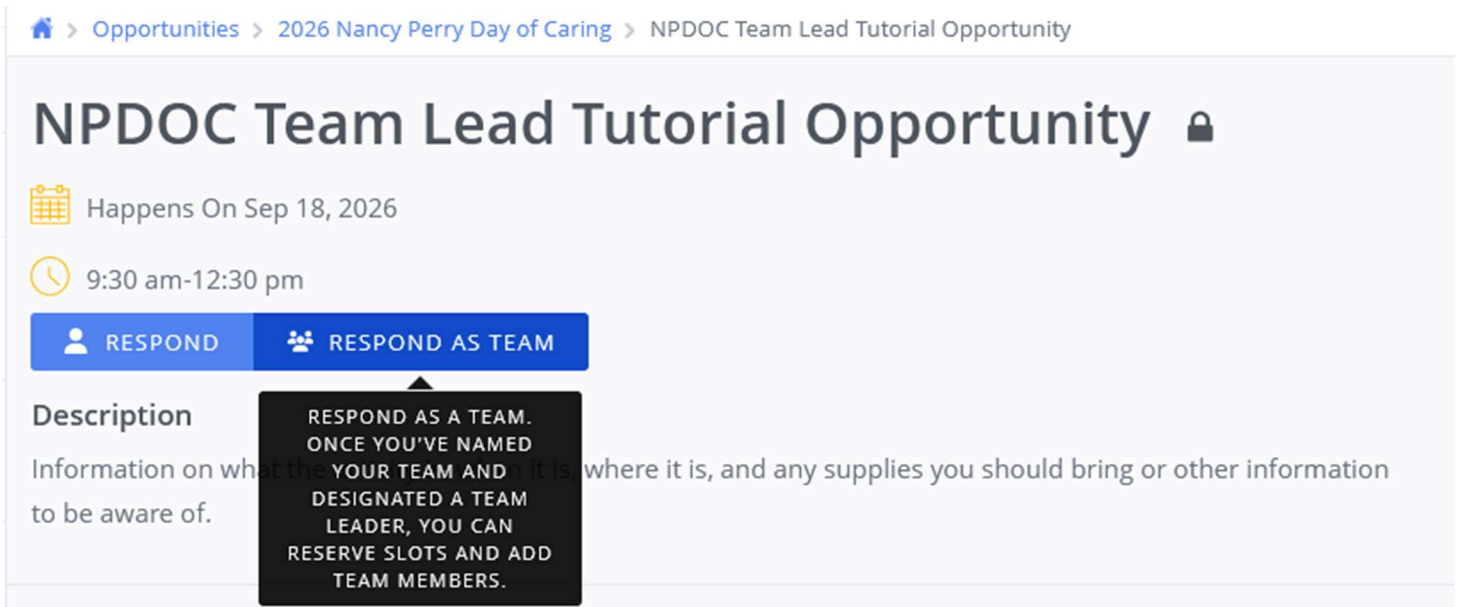
📍 1527 SW Fairlawn Rd
Topeka, KS 66604



- NOTE: Team captains/leads will be unable to add profiles to their team(s) that have an incomplete waiver. Share the instructions in the section “How to complete the waiver” with your team members.

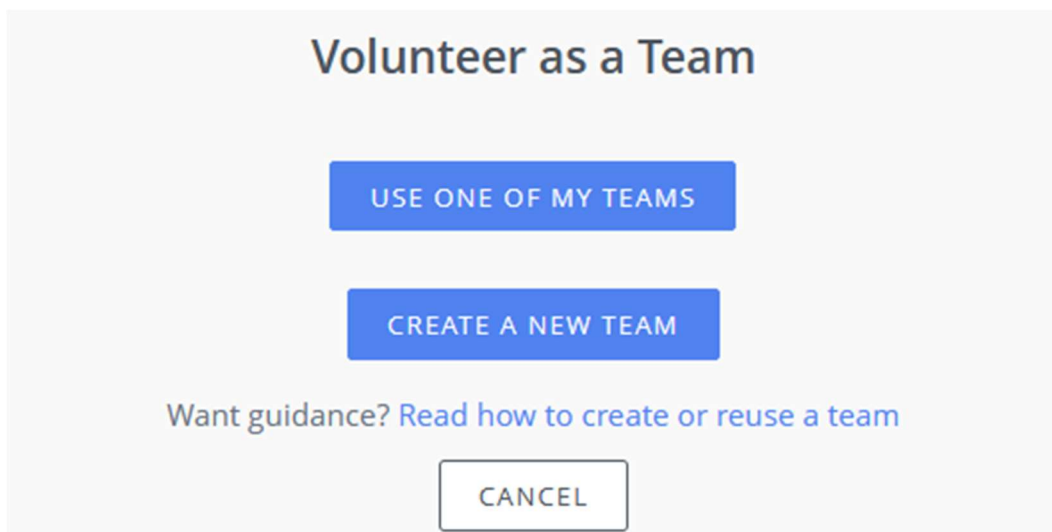
Respond As Team

Under the project title, day, and time, click **Respond As Team**.



The screenshot shows a breadcrumb trail: Home > Opportunities > 2026 Nancy Perry Day of Caring > NPDOC Team Lead Tutorial Opportunity. The main heading is "NPDOC Team Lead Tutorial Opportunity" with a lock icon. Below it, a calendar icon indicates "Happens On Sep 18, 2026" and a clock icon indicates "9:30 am-12:30 pm". There are two buttons: "RESPOND" and "RESPOND AS TEAM". A tooltip points to the "RESPOND AS TEAM" button with the text: "RESPOND AS A TEAM. ONCE YOU'VE NAMED YOUR TEAM AND DESIGNATED A TEAM LEADER, YOU CAN RESERVE SLOTS AND ADD TEAM MEMBERS." Below the buttons is a "Description" section with the text: "Information on what this opportunity is, where it is, and any supplies you should bring or other information to be aware of."

Click **Create A New Team**.



The screenshot shows a dialog box titled "Volunteer as a Team". It contains two blue buttons: "USE ONE OF MY TEAMS" and "CREATE A NEW TEAM". Below these buttons is the text "Want guidance? Read how to create or reuse a team" with a link. At the bottom is a "CANCEL" button.

- NOTE: Want extra guidance on managing teams? Click [here!](#)

Create a unique team name.

Click **Add Me**. Click the checkbox to indicate you're the Team Leader.

Build Your Team

Want guidance? [Read how to create a team](#)

Team Name *

ADD ME



ADD VOLUNTEER

ADD FROM A USER GROUP

How big is my team now? 1

Add new team members.

Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	QUESTIONS	REMOVE
<input checked="" type="checkbox"/>	Volunteer	Manager	volunteer@uwkawvalley.org		

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS 1 NEXT

Reserve Additional Slots

0

FINISH

GO BACK

Click the **alert triangle** under **Questions**.

This opens the initiative questions for you to answer for yourself.

Team Name *

ADD ME ADD VOLUNTEER ADD FROM A USER GROUP

How big is my team now? 6

Q. Preferred Name *

Q. Preferred Email *

Q. Cell Phone Number *

After you've answered all questions, click **Update Team Member**.

Q. Preferred Name *

Q. Preferred Email *

Q. Cell Phone Number *


Q. T-Shirt Size * Small Medium Large XL 2XL 3XL 4XL 5XL

Q. Do you need any accommodations to participate in the volunteer activity? If yes, please explain *

Q. Have you participated in Nancy Perry Day of Caring before? * Yes No

Q. Will you be attending the Nancy Perry Day of Caring - Volunteer Celebration at 8AM on September 19th? * yes no



The icon under the **Questions** column will change to a pencil to indicate that the questions are complete.

FIRST NAME	LAST NAME	EMAIL	QUESTIONS
Volunteer	Manager	volunteer@uwkawvalley.org	

Click the checkbox next to “I have read and agree to the volunteer waiver.” You can click the blue text to download and read the Nancy Perry Day of Caring 2026 Liability & Photo Waiver.

How big is my team now? 1

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	QUESTIONS	REMOVE
<input checked="" type="checkbox"/>	Volunteer	Manager	volunteer@uwkawvalley.org		

SHOWING 1 TO 1 OF 1 ENTRIES PREVIOUS 1 NEXT

Reserve Additional Slots

I have read and agree to the volunteer waiver

Add Team Members

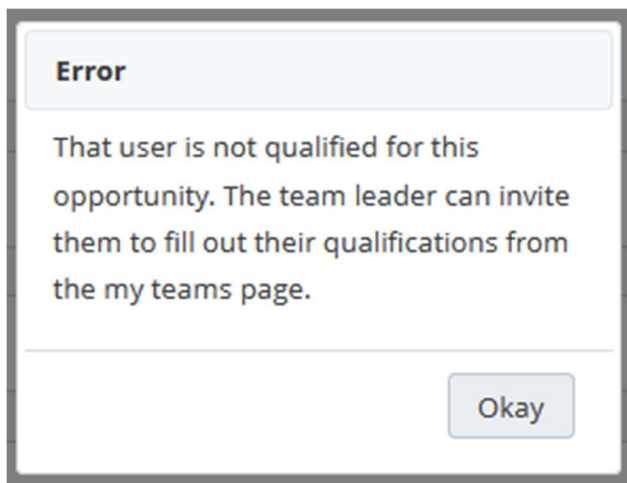
There are two ways to add team members.

One way is by clicking **Add Volunteer**. You will be prompted to add their email, name, and answer the initiative questions.

The form is titled "How big is my team now? 1" and contains three buttons at the top: "ADD ME", "ADD VOLUNTEER", and "ADD FROM A USER GROUP". Below the buttons are several input fields: "Email (Required)", "First Name (Required)", and "Last Name (Required)". There are also fields for "Q. Preferred Name *", "Q. Preferred Email *", and "Q. Cell Phone Number *". A "Q. T-Shirt Size *" section includes radio buttons for "Small", "Medium", "Large", "XL", "2XL", "3XL", "4XL", and "5XL". The final field is "Q. Do you need any accommodations to participate in the volunteer activity? If yes, please explain *".

Individuals added in this manner must have KawValleyVolunteers.org accounts, and their waivers must be complete. If they do not have an account or a complete waiver, the following error will pop up.

- In this case, you'll need to **Reserve Additional Slots** and then view the **Share your team join link** section for further instructions.



If individuals have an account and a complete waiver, then you can fill in the remaining information and click **Add Team Member**.

Q. T-Shirt Size * Small Medium Large XL 2XL 3XL 4XL 5XL

Q. Do you need any accommodations to participate in the volunteer activity? If yes, please explain *

Q. Have you participated in Nancy Perry Day of Caring before? * Yes No

Q. Will you be attending the Nancy Perry Day of Caring - Volunteer Celebration at 8AM on September 19th? * yes no

Reserve Additional Slots

The second way to add team members from the **Build Your Team** page is to **Reserve Additional Slots**. Reserving slots does not answer the required questions, but it is an efficient way to save space for your team. After reserving slots, you should invite team members to join your team – see the **Share your team join link** section for instructions.

Click the 0 dropdown next to **Reserve Additional Slots**. Select the number of team members you are reserving space for. The maximum number shown will be the maximum number of available slots for this opportunity.

Team Name *

0
1
2
3
4
5
6
7
8
9
10

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME
<input checked="" type="checkbox"/>	Volunteer	Manager

SHOWING 1 TO 1 OF 1 ENTRIES

Reserve Additional Slots

Click **Finish**.

Build Your Team

Want guidance? [Read how to create a team](#)

Team Name ^{*}

How big is my team now? 6

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	QUESTIONS	REMOVE
<input checked="" type="checkbox"/>	Volunteer	Manager	volunteer@uwkawvalley.org	✎	✕

SHOWING 1 TO 1 OF 1 ENTRIES [PREVIOUS](#) [1](#) [NEXT](#)

Reserve Additional Slots

You will automatically be taken to the **My Teams** page of your profile. There will be a green banner to let you know your team was created successfully.

Team Created! 1 member(s) and 5 reserved slot(s) added.
✕

[Home](#) > [My Profile](#) > [My Teams](#)

My Teams

[VIEW PROFILE](#)
[EDIT PROFILE](#)
[TRACK HOURS](#)
[VOLUNTEER SCHEDULE](#)
[MY FILES](#)
[OPPORTUNITY RESPONSES](#)
MY TEAMS
[MY USER GROUPS](#)

[QUALIFICATIONS](#)
[INBOX](#)

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
<input style="width: 80%;" type="text" value="Search Team Name"/>	<input style="width: 80%;" type="text" value="Search Opportunity"/>	<input style="width: 80%;" type="text" value="Search Shift Begins"/>	<input style="width: 80%;" type="text" value="Search"/>	<input style="width: 80%;" type="text" value="Search"/>		
Tutorial Team	NPDOC Team Lead Tutorial Opportunity	Happens On Sep 18, 2026	6	Yes	VIEW RESUME	Manage Team

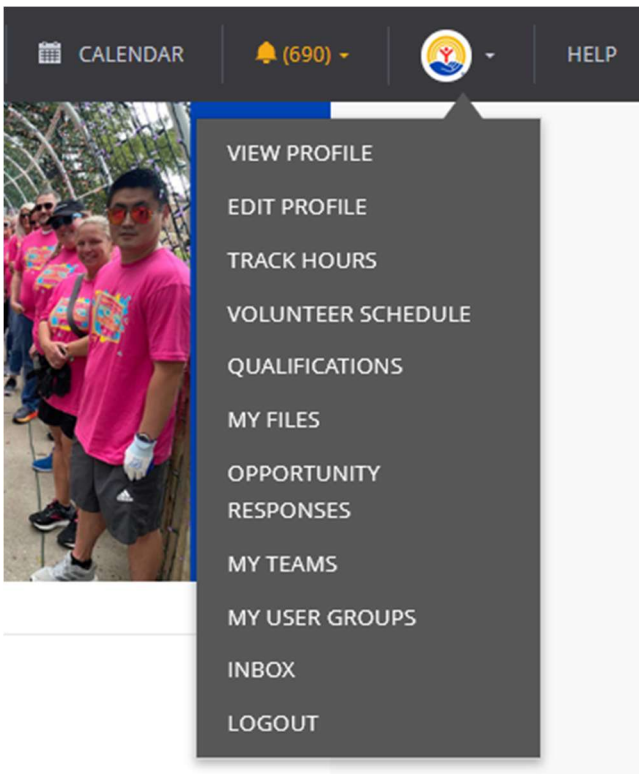
SHOWING 1 TO 1 OF 1 ENTRIES (FILTERED FROM 24 TOTAL ENTRIES) [PREVIOUS](#) [NEXT](#)

After reserving slots, follow the steps in the **Share your team join link** section to invite your team members to complete their own qualifications and initiative questions.

- **NOTE:** Everyone participating in Nancy Perry Day of Caring 2026 must have a waiver on file. Anyone desiring a t-shirt or intending to attend the breakfast celebration must complete the initiative questions.

Share your team join link

Click your profile icon in the upper right hand corner. Click **My Teams**.



The My Teams page will show you all of your previous teams. You can filter this using the “**Show all teams**” dropdown.

Click **Manage Team** under the **Options** column header.

[Home](#) > [My Profile](#) > [My Teams](#)

My Teams

[VIEW PROFILE](#) [EDIT PROFILE](#) [TRACK HOURS](#) [VOLUNTEER SCHEDULE](#) [MY FILES](#) [OPPORTUNITY RESPONSES](#) **[MY TEAMS](#)** [MY USER GROUPS](#)

[QUALIFICATIONS](#) [INBOX](#)

Tutorial Team

TABLE FILTER

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
<input type="text" value="Search Team Nam"/>	<input type="text" value="Search Opportuni"/>	<input type="text" value="Search Shift Be"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Tutorial Team	NPDOC Team Lead Tutorial Opportunity	Happens On Sep 18, 2026	6	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 1 OF 1 ENTRIES (FILTERED FROM 24 TOTAL ENTRIES)

[PREVIOUS](#) [NEXT](#)

Click **Copy Join Link**.

Team Members

Opportunity: NPDOC Team Lead Tutorial Opportunity
Team: Tutorial Team - Happens On Sep 18, 2026

Reserved Slots **UPDATE**

CLICK TO COPY

+ ADD DEFAULT HOURS ✉ EMAIL MEMBERS COPY JOIN LINK 📄 COPY RESUME LINK 📄

Share this link with your team members. They will be prompted to login to their KawValleyVolunteers.org account, sign the waiver, agree to the photo release, and answer the initiative questions in order to join your team.

After team members join, they will appear in a list underneath the Team Leader. Reserved slots will automatically tick down when a team member joins.

Team Response

Team Members

Opportunity: NPDOC Team Lead Tutorial Opportunity
Team: Tutorial Team - Happens On Sep 18, 2026

Reserved Slots **UPDATE** **ADD TEAM MEMBER**

+ ADD DEFAULT HOURS ✉ EMAIL MEMBERS COPY JOIN LINK 📄 COPY RESUME LINK 📄

TABLE FILTER ▾

<input checked="" type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	volunteer@uwkawvalley.org	(785) 273-4804	(785) 273-4804	Volunteer	Manager	🕒 ✎ ✕	<input checked="" type="checkbox"/>

UNREGISTER TEAM

Everyone participating in Nancy Perry Day of Caring 2026 should have a KawValleyVolunteers.org account and have a signed waiver on file.

If you or your team are having difficulty with this requirement, please contact Monroe Hanson at mhanson@uwkawvalley.org and Audrey Mott at amott@uwkawvalley.org as soon as possible for assistance.