

**2021 United Way- Day of Caring Project Proposal**

\*TEST Agency\* - Basic Agency Information

**Welcome to United Way of Central New Brunswick’s Day of Caring Project Proposal form!**

Day of Caring is a special program coordinated in your community by United Way Central NB. Our goal is to mobilize teams of corporate employees as volunteers and to complete meaningful, hands-on projects that will greatly assist local non-profit agencies in Fredericton, Oromocto and surrounding areas. This is a great chance for your agency to elevate its profile with caring volunteers and donors, and to get a much-needed project off your to-do list.

This year’s Day of Caring will take place on **Friday May 28th, 2021.**

To help adjust to Covid-19 regulations, we have expanded this year’s Day of Caring to include two new types of projects in addition to on-site projects: 1. *Virtual projects* will allow volunteers to share their skills from the safety of their office or homes, and 2. The collection of *care packages* will encourage corporate teams to collect donations leading up to our Day of Caring to meet specific needs identified by our not-for-profit community.

We encourage agencies to explore the various types of possible projects from the list below and to **submit applications by Wednesday April 7th, 2021.** Our United Way team will then do its best to find a match for your proposed project.

**Timeline:**

* **April 7th: Deadline to submit Day of Caring applications**
* **April 9th:** Projects will be reviewed for approval. Agencies will be notified.
* **April 12 – May 7:** UW will recruit and match corporate volunteer teams to projects.
* **May 8- May 28:** Virtual Projects and Care Package Projects may commence.
* **May 28: United Way Day of Caring!** On-site projects happen on this day.Virtual projects can be completed by or on this day. Care packages are delivered to agencies on this day.

\*\* Please email completed applications to roxana@unitedwaycentral.com \*\*

|  |  |  |
| --- | --- | --- |
|  **ON-SITE PROJECTS**  |  **VIRTUAL PROJECTS** | **CARE PACKAGES** |
| Cleaning, Painting, Construction, Administrative/Office Tasks. Landscaping, etc.. | Website support, data entry, newsletters, graphic design, impact story write ups, survey development, virtual English language support, online tutoring, friendly calls/conversations, agency consultations with content experts, etc. (*see full descriptions below*) | A variety of care package are prepared and dropped off by volunteers. Contents of these packages are purchased/ donated by the volunteers (*see full descriptions below*) |

|  |
| --- |
| **COVID-19 SAFETY** |
| Click here for up-to-date [COVID-19 Public Health Alert Levels](https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/recovery.html) and [Public Health measures and guidelines](https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/guidance.html)Click here for [Public Health Measures for businesses, educational institutions, organizations and service providers](https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/measures_businesses.html)**✓** **COVID-19 Operational Plan****✓** **Active or passive screening of employers and patrons** **✓** **Physical distancing****✓** **Masks****✓ Frequent hand washing and surface cleaning** |

**YOUR ORGANIZATION**

1. **Organization Name**: Click or tap here to enter text.
2. **Key Contact(s):**

**Name:** Click or tap here to enter text.

**Phone (day of project):** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

1. **Back-up Contact:**

**Name:** Click or tap here to enter text.

**Phone (day of project):** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

1. **Social Media Tags (for promotion):** Click or tap here to enter text.
2. **I am submitting the following Day of Caring Project Proposal(s**):

*Feel free to submit more than one.*

[ ]  On-site project (Complete pages 3-4)

[ ]  Virtual project (Complete page 5)

[ ]  Care Packages (Complete pages 6-7)

**ON-SITE PROJECTS**

1. **Project Name:** Click or tap here to enter text.
2. **Project Type(s):**

|  |  |
| --- | --- |
| [ ]  Cleaning[ ]  Painting[ ]  Construction | [ ]  Administrative/Office tasks[ ]  Landscaping[ ]  Other: Click or tap here to enter text. |

1. **Description of project:**

Click or tap here to enter text.

1. **Minimum # Volunteers Needed:**       **Maximum # Volunteers Needed:**
2. **Location of project (full address, specific direction if needed, and meeting point):**

 Click or tap here to enter text.

1. [ ]  **Indoor** [ ] **Outdoor**
2. **Date of Project (UW Day of Caring is Friday May 28, 2021):** Click or tap here to enter text.

[ ] Click here if the date is flexible

1. **Time of Project:**

|  |  |
| --- | --- |
| [ ]  Full Day Project (9AM-4PM) [ ]  Morning Project (9AM-12PM) [ ]  Afternoon Project (1PM-4PM) | Or, specify time:Start Time:      End Time*:*       |

1. **Will this project continue in the rain?**

[ ]  Yes [ ]  No

1. **Will snacks and/or lunch be provided?**

[ ]  AM Snack [ ]  Lunch [ ]  PM Snack

1. **Do volunteers need to bring any equipment (i.e., tools) or wear specific apparel (i.e. safety goggles, gardening gloves, etc.)?**

[ ]  Yes. Please specify: Click or tap here to enter text.

[ ]  No, everything will be available on-site.

1. **Do volunteers need to have any specific skills?**

Click or tap here to enter text.

1. **Are there any safety concerns for the volunteers?**

[ ]  Yes [ ]  No

If yes, please describe the concern and if it can be alleviated easily.

Click or tap here to enter text.

1. **COVID-19 Precautions: My project WILL continue in these** [**COVID-19 Public Health Alert Levels**](https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/recovery.html) **(select all that apply):**

[ ]  Yellow Level

[ ]  Orange Level

[ ]  Red Level

**Volunteers will be advised to follow Public Health’s guidelines when they volunteer. If you have additional instructions or requirements, please include them here:**

Click or tap here to enter text.

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**VIRTUAL PROJECTS**

1. **Project Name:** Click or tap here to enter text.
2. **Description of virtual project:**

Click or tap here to enter text.

1. **Minimum # Volunteers Needed:**       **Maximum # Volunteers Needed:**
2. **Date of Project (UW Day of Caring is Friday May 28, 2021):** Click or tap here to enter text.

[ ] Click here if the date is flexible

1. **How many hours will this virtual project take (in total)?**
2. **Are you looking for volunteers with any specific skills?**

Click or tap here to enter text.

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**CARE PACKAGES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Where can the Care Packages be dropped off?** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Type(s) of Care Package Needed: (please select)** | **Items included** | **Quantity of Kits Needed:** |
| [ ]  Baby Essential Kits  | ✓Diapers✓Formula✓Baby wipes✓Baby blanket✓Baby bath wash✓Baby shampoo✓Baby Book or Toy✓Baby Bag or Tote Bag |       |
| [ ]  COVID-19 Protection Kits | ✓Face Masks✓Gloves✓Disinfectant cloths✓Bar of soap✓Hand Sanitizer✓Laundry Detergent |       |
| [ ]  Family Meal Kits | **Option A:** ✓Jar of Pasta Sauce✓Spaghetti Noodles✓Dry Parmesan Cheese✓Salad Dressing✓Basket/Bowl (to hold ingredients)**Option B:** ✓2 Cans of Chickpeas✓Packet of Basmati or Long Grain Rice✓Can of Tomato Paste✓Small Packets of Spices – turmeric, chilli, coriander, cumin✓Basket / Bowl (to hold ingredients)**Option C:** ✓One Pack of Shelf-Stable Tofu✓Packet of Long Grain Rice✓Packet of Asian Noodles✓Soy Sauce✓Basket / Bowl (to hold ingredients)**Option D:**Click or tap here to enter text. | Option A:      Option B:      Option C:      Option D:       |
| [ ]  Welcome Home Kits | ✓Dish soap✓Dish brush/sponge✓All purpose cleaner✓Cleaning sponges✓Toilet brush✓Carrying tote |       |
| [ ]  Snack Pack Kits | ✓6-7 nutritious snack items (nut-free& shelf stable)✓ziplock bag |       |
| [ ]  Feminine Hygiene Kits | ✓Feminine pads✓Feminine protection tampons✓Deodorant✓Body wash |       |
| [ ]  Hygiene Kits | ✓Toothbrush✓Toothpaste✓Deodorant✓Shampoo & Conditioner or Shampoo 2-in-1✓Body wash✓Hand wipes or sanitizer✓Band-aids✓Comb or brush✓Soap✓Socks |       |
| [ ]  Cozy Kits | ✓Box of hot cocoa packets✓Puzzle book or Puzzle✓Box of mini candy or cookies✓Mug or basket |       |
| [ ]  Literacy Kits for Kids | ✓1-2 children’s books✓Related activities such as puzzles, coloring books✓Crayons or pencil colors✓Small bag |       |
| [ ]  Activity Kits for Kids | ✓Tote Bag✓Coloring Book✓Crayons✓Stuffed Animal or Toy✓Stationery – Pens, pencils, erasers, notepads, sharpeners✓Stickers✓Craft Supplies (Ex: Pom Poms, Pipe Cleanings Googly Eyes, etc.) |       |
| [ ]  DIY Gardening Kits | ✓Containers such as egg cartons, Dixie cups, plastic food containers or water bottles to startseeds✓Seeds such as lettuce, basil, peppers, mushrooms, any other herbs or vegetable seeds✓Potting soil, topsoil or any dirt will work for starting seeds✓Plant pots (optional) |       |
| [ ]  Kits for Seniors | ✓Crossword Book✓Post Cards✓Coloring Sheets✓Puzzles✓Pens✓Candy✓Letter pad✓Tote bag |       |
| [ ]  Notes for Community Frontline Worker | Tell us who the frontline workers are: Click or tap here to enter text. |       |
| [ ]  Other- Build your own | Tell us what you need (be specific): Click or tap here to enter text. |       |

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