

United Way of Benton & Franklin Counties
VOLUNTEER OPPORTUNITIES

May 2015

United Way of Benton & Franklin Counties offers a variety of volunteer opportunities for people of all ages, skills, and interests throughout the year. Volunteering is an enriching and satisfying way to make a difference in the community by sharing of one's time and talents. Volunteering is a great way to:

- Learn new skills
- Expand one's proficiency in certain areas
- Expand one's resume
- Engage in a positive experience that is helping others
- Receive credit for school
- Work court-ordered community service hours
- Learn about the United Way and how lives are improved
- Learn about community needs and resources
- Give back to the community
- Be involved in lifelong activities
- Connect and network with others
- And many other reasons

United Way's budget is very limited, and the organization operates in a careful manner to maximize the dollars raised go directly to community services and programs. United Way is very flexible in accommodating the schedules of its volunteers. Some people volunteer every day and some volunteer on an occasional basis. Training, support, and recognition is provided to all volunteers.

Please check the activities in which you would like to participate.

Administrative Support

United Way offers many different types of administrative support opportunities to help the organization run smoothly. Time commitment can vary from 1 to 4 hours.

- | | |
|---|--|
| <input type="checkbox"/> Prepare mailings | <input type="checkbox"/> Prepare bulk mailings |
| <input type="checkbox"/> Make photocopies | <input type="checkbox"/> Enter data in the computer |
| <input type="checkbox"/> Assemble written materials | <input type="checkbox"/> Apply labels to brochures, envelopes, materials |
| <input type="checkbox"/> Answer the telephone | <input type="checkbox"/> Conduct computer research |
| <input type="checkbox"/> Prepare for meetings | |

Asking for Gifts

The fundraising efforts are extremely important to generate resources to help support community services and programs that improve lives. Time commitment can vary from 1 to 3 hours.

- Conduct/coordinate the United Way campaign at your own workplace
- Deliver/pick up campaign materials and supplies at businesses and organizations
- Make follow-up calls to United Way-partner businesses and organizations to confirm participation for this year; gather information; ask for a gift
- Commit to contacting at least 5 individuals that you know to make a donation to United Way
- Arrange meetings for yourself and United Way staff with business leaders you know in our community who may or may not already be supporting United Way
- Speak about United Way during campaign presentations at businesses and organizations
- Obtain sponsorships and in-kind gifts
- Write a letter of endorsement or personal testimonial for staff to send to prospective donors or others
- Make telephone calls to businesses and organizations that are not already supporting United Way in an effort to help establish a partnership
- Make door-to-door visits to businesses and organizations that are not already supporting United Way in an effort to help establish a partnership

Building and Grounds Maintenance

Volunteers can help to keep United Way property neat, clean, and organized. We strive to maintain a professional appearance of our building and grounds. This work requires a basic knowledge of health and safety practices when working with cleaning supplies, tools, and equipment. Time commitment can vary from 1 to 4 hours.

- | | |
|--|---|
| <input type="checkbox"/> Sweep up around parking lot curbs | <input type="checkbox"/> Wash windows |
| <input type="checkbox"/> Pull weeds | <input type="checkbox"/> Trim bushes and low-hanging tree limbs |
| <input type="checkbox"/> Brush down cob webs | |

Community Display Booths and Expos

Various events are held throughout the community where United Way has a booth or table to display the organization’s work of improving lives. Time commitment is usually 2 hours.

- ___ Provide coverage at a booth or table by handing out brochures, flyers, give-aways, engaging booth visitors in pre-determined learning activities

Donor Relations and Recognition

United Way strives to let donors know how much their support and efforts are appreciated. Time commitment is flexible and can be done partially from home.

- ___ Hand-write or sign thank you notes
- ___ Hand-deliver thank you notes and/or tokens in the community
- ___ Telephone donors and supporters to thank them
- ___ Identify prospective supporters and coordinate with staff on meeting with them

Speaker Bureau Presentations (United Way Board Members only)

It is essential to provide information about United Way’s work of improving lives to the community-at-large. The presentation is already developed, including PowerPoint slides, and lasts about 20 minutes. United Way staff will provide training and accompany speakers. Time commitment is about one hour.

- ___ Help identify local service clubs, health and human service organizations, businesses, etc. that would be interested in a United Way presentation
- ___ Present general United Way information to service clubs, health and human service organizations, businesses, etc.

United Way Events

Several United Way events are held throughout the year to increase the organization’s visibility in the community, recognize volunteers, celebrate our successes, and to raise money. Tasks that are available include: setting up for event, registering guests for event, greeting and seating guests, cleaning up after event, etc. Time commitment can vary from 1 to 4 hours.

- ___ Help with Live United Celebration (April)
- ___ Help with Live United Breakfast (Sept.)
- ___ Help with golf tournaments
- ___ Help with Dine-Out for United Way (Mar.)
- ___ Unions for United Way Day of Service
- ___ Other, as developed

Other Volunteer Opportunities

Group projects are also available at various times throughout the year at other local health and human service organizations. You can also call 2-1-1 for information.

Your Name _____ **Email** _____ **Phone** _____

Who would you recommend we contact regarding volunteer opportunities with United Way?

Name _____ Email _____ Phone _____

United Way Volunteer Contacts

- Jo Breneman, Operations Coordinator, jbreneman@unitedway-bfco.com
- Michele Roth, Director of Communications, mroth@unitedway-bfco.com
- Kim Burks, Director of Resource Development, kburks@unitedway-bfco.com