



## Tulsa Area United Way Day of Caring Friday, October 1, 2021

**VOLUNTEER REGISTRATION IS NOW OPEN**

**Access Project Website:** [www.tauwdayofcaring.org](http://www.tauwdayofcaring.org)

- ✓ Enter coordinator login and password
- ✓ For any questions throughout the process, please email Lexi Bollis at [lbollis@tauw.org](mailto:lbollis@tauw.org)

### October 1 Day of Caring Timeline

Date	Coordinator	Action
June 30	Company Coordinator	Volunteer Registrations Open
July 30	Company Coordinator	Registration Deadline
July – Sept	TAUW Coordinator	Project Matching
October 1	All	Day of Caring

### Complete the Volunteer Registration Form

1. Log in and click **New Registration** from the Company/Volunteer home page to complete a form. A new registration must be completed every event.
2. Volunteer Coordinator Information is pre-populated with your information. If you need any changes made to this section, contact [lbollis@tauw.org](mailto:lbollis@tauw.org) before proceeding.
3. If any required field is left blank, *the form will not save*. If you don't know an answer, input a guess, complete the form and save for future editing so you can come back later to update it.
4. **Labor/Supplies/Funds** – Indicate if your group can contribute *labor only*, if your volunteers *can bring supplies*, or if your group has a *budget* to purchase materials.
  - a. **Labor:** Will contribute volunteer time and work only
  - b. **Supplies:** Willing to have volunteers bring materials such as gardening gloves, trash bags, paint brushes, cleaning supplies, etc. *Please include a list of supplies your group can likely contribute.*
  - c. **Funds:** Your group has a budget to purchase materials. Please indicate what your budget is.
5. **Number of Volunteers/Type of Work** – **Do NOT input a range of numbers.** Enter one single whole number, even if it is an estimate.
  - a. If all of your volunteers want the same type of work:
    - Step 1. Add a Row of Volunteers
    - Step 2. Input your total number of volunteers over the zero (in the # of Volunteers column).
    - Step 3. Uncheck/Check preferred types of work.
    - Step 4. **SAVE.** Total volunteers should now show to the right of: “# of volunteers/type of work”  
Delete row option is to the far right if needed.

- b. If volunteers do NOT want the same type of work:  
Enter a row for each group of volunteers with the types of work for each group:  
Step 1. Add a Row of Volunteers  
Step 2. Input the number of volunteers over the zero (in the # of Volunteers column) for a group wanting the same types of work.  
Step 3. Uncheck/Check preferred types of work for that group of vols.  
Step 4. **SAVE**. Delete row option is to the far right if needed.  
The total volunteers updates to the right of “# of Volunteers/Type of Work” each time you add/edit.
6. Comments or Special Requests – Important information such as *only wanting virtual/remote projects*. Also include any unusual or special requests that TAUW needs to know about.
7. Save for Future Editing – Click if you want to save the form without submitting it yet. Status will be Saved. Log back in and select “View/Edit Registrations” to pull up your form, then edit and complete the form when you are ready to finalize it.
8. Save and Submit to TAUW – When you successfully submit, you will see a confirmation page. If you do not see this page, it did not submit.
  - a. If changes need to be made after submittal or approval, contact Lexi.
  - b. You should also get an email confirmation within an hour or less after it was submitted (remember to check your junk/spam). View your registration/status by selecting “View/Edit Registrations”.

**Please Note: If your registration is not in View/Edit Registrations, it did not Save or Submit.**

## Next Steps

You will receive a notification email after your volunteer registration has been approved (may be several days after submittal). TAUW will manually match approved volunteer registrations with approved agency project(s). All matches are pending until your company Day of Caring Coordinator accepts or declines an agency’s project. You will receive an email when a pending match is entered into the system for you to review.

To view projects that are pending your acceptance, log into [www.tauwdayofcaring.org](http://www.tauwdayofcaring.org) and select “View Projects” and “View.” Please use Google Chrome or Firefox to have access to the full project description.

**Please Accept or Decline the project within 3 days.** When the project is pending, it is taken out of the pool for others to view, so please decline the project if you are not interested in it. Unless arrangements have been made with the Day of Caring Coordinator, *all projects will be retracted after 3 days.*

- **To Accept a Project:** Click the box “Accept Project” (bottom left). After accepting, contact the Agency Coordinator to confirm the project, supplies, lunch, etc. It is your responsibility as the coordinator to share the details about Day of Caring with your volunteers.
- **To Decline a Project:** Check the box “Decline Project” (bottom right). Another potential project will be sent within a few days.

If you need more time to deliberate a project, please email Lexi as soon as possible.