



# Project Site Visit Check List

*Day of Caring, September 9, 2021*

United Way of Salt Lake annual Day of Caring event will be on Thursday, September 9, 2021. Thousands of volunteers will align their time and resources to complete projects that support our community’s greatest needs. Volunteers will support students through STEM, literacy, and college & career readiness projects, or roll up their sleeves to complete annual beautification work.

### Project Info

Organization:

Staff or Committee Member Completing Site Visit:

Agency Contact Completing Site Visit:

Date of Site Visit:

### Please Checklist

- Day of project contact at the agency:
- Day of project phone number where the agency contact can be reached:
- Project address:
  - Is prep work required? Yes / No
    - If yes, confirm how many days in advance:
- Is there adequate parking for the number of volunteers anticipated? Yes / No
  - If no, how many cars could park at the project site?
- Notify project contact that UWSL will not be providing dumpsters for Day of Caring projects this year, due to limited funding.
- Notify project contact that based on feedback from agencies and volunteer groups, UWSL will not be creating sign-up pages for Day of Caring projects this year. Agencies will manage and track their volunteer sign-ups and liability/waiver process.

### Questions and Items for Review

- Project Description** – read over the project description with the agency coordinator. If the project isn’t clear or what you see at the site visit doesn’t match what they’ve requested make sure to take notes about additional information or details that would help the volunteers understand what they will be doing at the project.

- Project description is accurate: Yes / No
- If no, additional project details:
- Number of Volunteers Needed** – as you look at the project space and review the description, decide if it really looks like enough work for the number of volunteers listed within the project timeframe. Some projects may need more volunteers, others dramatically less. When in doubt have the agency coordinator break down how many volunteers will be doing each task and see if it looks reasonable.
  - Number of volunteers needed is accurate: Yes / No
    - If no, anticipated number of volunteers:
  
- Number of Hours Required** – agencies have the option for a morning, afternoon, or all day project. When you review the project description and number of volunteers decide if the timeframe they have selected seems reasonable to finish the project.
  - Project timeframe is accurate: Yes / No
  - If no, what is an accurate timeframe to complete the project:
- Special Skills Required** – agencies have the option to request volunteers with special skills. When you review the project evaluate if skilled/licensed volunteers are needed or if typical volunteers could complete the work.
  - Notes:
  
- Materials Required** – please list all the materials required to complete the project. If the agency has a separate list please attach a separate page.
  - Is the agency is able to provide all the above noted supplies? Yes / No
  - If no, what supplies would they need the group to provide?
- COVID-19 Safety** – please review the current state, local, and federal recommendations. Ensure the agency is able to follow all of them.
  - Does the agency have masks or did they request UWSL to provide them? Yes / No
  - Does the agency have hand sanitizer or did they request UWSL to provide it? Yes / No
  - Is there adequate room to social distance? Yes / No
- Other Notes:**

*If you have any questions or concerns please contact Stephanie Rokich, UWSL Senior Director of Volunteer Strategy at [stephanie.rokich@uw.org](mailto:stephanie.rokich@uw.org) / (801) 736-8929, or Courtney Dean, UWSL Volunteer Engagement Manager at [courtney.dean@uw.org](mailto:courtney.dean@uw.org) / (801) 736-8929.*