



## Project Planning Guide for Nonprofit Organizations

### Overview:

On Wednesday, April 30, 2025, Sioux Empire United Way will deploy skilled and motivated volunteers to lend a hand to SEUW partner agencies impacting the lives of children, vulnerable adults, and people in crisis throughout the Sioux Empire. Volunteers are expected to complete hands-on projects and agency tours from 2:00 - 4:00pm.

### Project Guidelines:

Day of Action is an incredible opportunity to tackle large and small projects at your organization that otherwise may not get accomplished. Below are some guidelines to better help you plan.

- Projects can be completed between 2:00 - 4:00 pm and allows time for an agency introduction, project instructions, set-up, and break down.
- The size and complexity of your project is appropriate for nonprofessional workers. Please note physical requirements and skills your volunteers will need. (Operating vehicles, climbing ladders, heavy lifting, etc.)
- You can provide the tools and materials required to complete your project.
- Your organization will designate a point of contact to organize and oversee your Day of Action project and communication.
- Feel free to have multiple projects in case volunteers finish early.

### Project Ideas:

- Organize or package items from a recent drive.
- Sort and prepare items for donation.
- Paint or assemble furniture.
- Trim overgrown and hazardous landscaping.
- Plant or maintain your community garden.
- Refresh the paint in your building.
- Label and store office supplies.
- Serve and collaborate with guests.
- Complete administrative and organizational tasks (filing and stuffing envelopes, etc).
- Assemble kits (seasonal, hygiene, etc.)

## Register Your Projects:

To submit your request for Day of Action volunteers, please visit <https://www.seuw.org/form/day-of-action-projects>. If you have more than one project, please submit multiple requests.

## Policies and Procedures:

Requirements for participating Day of Action nonprofit partners:

- Participating nonprofits must be a SEUW partner agency or funded program(s).
- Projects are accepted at the sole discretion of SEUW & SEUW has the right to exclude a project.
- Nonprofits are responsible for all materials needed to complete Day of Action projects. Nonprofits must connect with their Project Team Leaders prior to the event.

Once all Day of Action projects have been registered and approved by United Way, SEUW will begin matching you with local volunteers dedicated to donating their time and services to improving our community.

SEUW will assign your agency a Project Team Leader who will be responsible for recruiting volunteers, distributing team shirts, and communicating all Day of Action details to their team.

## Bad Weather Plans:

Each nonprofit partner is responsible for making arrangements in case of inclement weather. It is our goal to host Day of Action, rain or shine! Please reach out if your project needs to change due to weather. On Day of Action, the nonprofit partners and Project Team Leaders will communicate directly with each other regarding any changes in plans.

## Questions Regarding Day of Action:

If you have any questions or concerns about Day of Action, please contact Rachael Alwin, SEUW Director of Strategic Philanthropy, at [Rachael@seuw.org](mailto:Rachael@seuw.org) or Nick Hausman, at [Nicholas.Hausman@bankeasy.com](mailto:Nicholas.Hausman@bankeasy.com).



Sioux Empire United Way

