

## Week ♥f Action 2011

June 20-24, 2011



### HOW TO PARTICIPATE:

You can participate individually or as part of a group. If you are signing up as a volunteer group, please assign one person as the group contact/leader. Group leaders' responsibilities follow.

You or your group will be assigned to a United Way affiliated agency that matches your interests. Volunteer assignments will be made on a first come, first served basis, so act fast to ensure your choice(s).

All we ask of you now is that you decide whether or not you or your organization will participate, determine the number of people who will participate, assign a group leader, and indicate your preference (s) of agency projects. A list of these projects is enclosed.

### GROUP LEADER RESPONSIBILITIES:

As the group leader, it is your responsibility to organize and inform your group of the Week of Action activities.

Determine the number of employees from your organization that will be participating in Week of Action and return the attached application by Friday, May 27, 2011.

You will receive a confirmation letter detailing the agency(ies) your group will visit and the volunteer activity(ies) your group will perform. You will need to convey this information to the volunteers in your group so they are prepared to perform the assigned volunteer activity. You will also need to pick up any promotional or give-a-way items for your group. The pickup date will be indicated in your confirmation letter. Promotional items are free but you are *encouraged to wear shirts representing your company*.

Please keep this information and update your group of volunteers as you receive additional information. If you have questions, please call Tammy Virgin at 417-624-0153.