

Community of Caring: Expanding the Mission 2022

Caring Drive and Volunteer Day Checklist

- ☐ Choose a nonprofit organization serving the basic needs of others.
- ☐ Contact your chosen nonprofit to determine which needs they have for your Caring Drive or Volunteer Day.
- ☐ Return the Community of Caring Participant Form to jennifer.skinner@unity-health.org.
- ☐ Look for your Planning Packet in a confirmation email.
- ☐ Decide if you want t-shirts and place your order. Please Note: Your group is responsible for ordering and making payment if you decide to purchase Community of Caring T-shirts.
- ☐ Communicate the purpose of your Caring Drive so others understand the need.
- ☐ Plan and inform your group of the items and dates for collection (1-3 weeks for collection).
- ☐ Plan an accessible drop-off location in a safe place. You may need a large box or crate.
- ☐ Consider a friendly competition between departments or groups within your organization.
- ☐ Hang flyers around your organization. (Sent in a follow-up email).
- ☐ Put out your yard sign. (Will be delivered to your location mid-August).
- ☐ Hold your Caring Drive and/or Volunteer Day.
- ☐ Plan a day for delivering your collected items and take photos. Make sure to contact the nonprofit to set up a delivery date and time so someone will be there to receive it!
- ☐ Complete the Event Summary Form and return to jennifer.skinner@unity-health.org so we can recognize and celebrate your event.

Thank you for making a difference in the lives of others!