

# Caring Drive and Volunteer Day Checklist

## Planning

- Choose a nonprofit organization serving the basic needs of others.
- Contact your chosen nonprofit to determine what needs they have for your Caring Drive or Volunteer Day.
- Return the Community of Caring Participant Form to [jennifer.skinner@unity-health.org](mailto:jennifer.skinner@unity-health.org)
- Look for your Planning Packet in a confirmation email.
- Plan an accessible drop-off location in a safe place for collected items.
- Decide if you want t-shirts and place your order. See t-shirt form. Please Note: Your group is responsible for ordering and making payment if you decide to purchase Community of Caring T-shirts.

## Communicating

- Communicate the purpose of your Caring Drive/Volunteer Day so others understand the need.
- Inform your group of the items and dates for collection and/or Volunteer Day
- Hang flyers around your organization. (Emailed after Participant Form is returned).
- Put out your yard sign and/or window cling. (Will be delivered to your location mid-August).

## Hosting Your Event

- Hold your Caring Drive and/or Volunteer Day.
- Deliver 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](mailto:jennifer.skinner@unity-health.org) so we can recognize and celebrate your event.

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

