



How to Register Your Volunteer Project

Day of Action

Date: Friday, October 2, 2026

Time: 1:00 p.m. – 4:00 p.m.

Register Your Agency's Volunteer Project

Before You Begin

Please read the **Project Agreement** attached to this document. By submitting a project for Day of Action, your organization agrees to the terms outlined in the agreement.

Step 1: Log In or Create an Agency Account

If your organization already has a Get Connected agency account, log in and proceed to **Step 2**.

If your organization does **not** have an agency account:

1. Go to <https://volunteer.uwcil.org/>.
2. Click "**Click here to register your organization**" located below the blue **Volunteer Now** button.
3. Complete the registration form.
4. Your request will be reviewed within **1–2 business days**.
5. The agency manager will receive an email once the account has been approved.
6. After approval, you may customize your organization's profile by adding your logo, photos, videos, and other information.
7. Log in to your new agency account and continue to Step 2.

Step 2: Create Your Volunteer Opportunity

1. Click **My Organization** in the top navigation bar.
2. Scroll down to the **Opportunities** section (located beneath your organization's banner).
3. Click **Add New Opportunity**.

Complete the project information. Many fields are required. Please use the following selections for these specific fields:

Field	Selection
Privacy	Private
Initiative	Spring 2026 Day of Action
Duration	Happens On
Opportunity Date	October 2, 2026 (10/2/2026)
Capacity	Maximum number of volunteers needed
Hours	3
Allow Team Registration	Yes

Step 3: Review Your Project

Before submitting:

- Review your project description carefully.
- Make sure your project details are as specific as possible. Clear descriptions help us match volunteers with projects that best fit their interests and abilities.
- **United Way of Central Illinois will coordinate volunteer waivers for all Day of Action projects.**

Step 4: Submit Your Project

1. Click **Create Opportunity** to submit your project.
2. Once your submission has been reviewed and approved, the agency manager will receive a confirmation email.
3. Please allow **1–2 business days** for project approval.

Help Spread the Word!

Help us make Day of Action a success by promoting your volunteer opportunity on social media. United Way of Central Illinois will provide sample posts and promotional materials.

Questions?

Please contact:

Olivia Lohse

United Way of Central Illinois

Email: olohse@uwcil.org

Phone: (217) 726-7000, ext. 204

Day of Action Project Agreement

Thank you for your interest in participating in Day of Action. The goal for this event is to promote volunteerism and demonstrate what we can achieve when individuals, organizations and businesses work together.

The Volunteer is the most important person during this event. It is our goal to spark interest to continue to Get Involved, Give Back, and Take Action on behalf of the non-profit sector in our community. Our goal is to have as many interesting, impactful, and fun projects as possible! If Friday, October 2 from 1 pm to 4 pm time does not work for your agency, please contact Olivia Lohse at Olohse@uwcil.org or 217.726.7000 ext. 204 to discuss alternatives.

Please make sure your project connects back to your organization's mission and is a rewarding and memorable experience for the volunteer.

And as always, we require that:

- Projects are safe, fun, and a pleasant experience for the volunteer.
 - Projects keep volunteers active and engaged for a full 3 hours. (Please have back-up projects ready just in case)
 - Projects be explained clearly and in detail in the proposal so volunteers know exactly what they will be doing and what supplies/tools/clothes they should bring.
 - Projects are designed with the untrained volunteer in mind.
 - Projects are submitted by the end of the day, Friday September 11, 2026.
 - Volunteer projects to be completed will be safe and non-hazardous or the safety of the volunteers has been ensured through proper equipment and protocols. (i.e. painting= well-ventilated environment)
 - You communicate any last-minute special requests of the volunteers (supplies, dress code, etc.) to United Way at least three days prior to your event date.
 - All changes to projects are communicated to volunteers at least 72 hours in advance.
 - You have drinking water available on site for the volunteers or communicate with volunteers in advance that they need to bring their own water.
 - The project will stay as close to the time originally scheduled as possible (1:00-4:00 p.m.)
 - An adequate number of materials and supplies be provided.
 - You give a brief overview of your program/agency (5-10 minutes) and the importance of volunteers.
 - You provide them with an opportunity to get re-engaged (i.e. ask them to sign-up for a volunteer newsletter, etc.).
- Only data provided by the volunteers themselves on the day of the event can be used for continued communication efforts. Contact information provided by United Way to the site is for event purposes only.*

United Way will:

- Coordinate Volunteer sign-ups through Get Connected.
- Coordinate communication with volunteer groups through Get Connected.
- Send Thank You's on behalf of United Way and your agency within 2-3 business days of event completion.

Disclaimer:

United Way cannot guarantee volunteers for all Days of Action projects. We will do our best to secure enough volunteers to cover all the projects submitted. If we do not have enough volunteers register, we will communicate with your agency contact about potentially partially filling your request, at least one week in advance of the project.

Questions? Contact Olivia Lohse at olohse@uwcil.org or 217.726.7000 ext. 204