



CORPORATE VOLUNTEER TOOLKIT

United Way
of Central Indiana



[uwci.org](https://www.uwci.org)

Corporate volunteer activities are based on the four priority areas of United Way of Central Indiana – Education, Financial Stability, Health and Basic Needs.

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BE A HAND RAISER. BE A GAME CHANGER.

The **LIVE UNITED** movement is about improving lives in our neighborhoods. United Way of Central Indiana is committed to creating lasting, positive change, and we fight for the education, financial stability, health and basic needs of everyone in our community. But we can't do it alone.

Volunteers are essential to successfully achieve positive social change in Central Indiana. United Way recruits people and organizations that bring the passion, expertise and resources needed to reach our community goals. When you volunteer with United Way, your gift of time and talent is maximized and supported.



CORPORATE VOLUNTEERISM

United Way provides meaningful volunteer experiences for corporate groups of all sizes. And, we can customize your experience to fit your schedule! Whether it's for an hour, half day or whole day, you will have an experience that positively influences lives in our community.

United Way will work with a representative from your company to plan an activity that best suits your group. There is no limit to the number of times a company can participate.

Opportunities can include outdoor beautification at housing facilities for homeless veterans, assembling backpacks with food for kids in need, working at the homes of seniors, helping in classrooms with preschool students and more.

The Benefits of Corporate Volunteerism

TEAM BUILDING

Engaging employees in a community partnership strengthens talent retention, boosts morale and provides team development opportunities. With United Way, volunteering is fun, easy and accessible to individuals and groups alike. Most importantly, we provide meaningful, engaging volunteer opportunities for everyone.

COMMUNITY BUILDING

Community involvement helps your company reach a broader audience. Participating companies can see increased sales and improved client relationships. Community focus strengthens your company as an industry and community leader with stakeholders, employees and customers.

ATTRACTING AND RETAINING QUALITY EMPLOYEES

Employees want to work for companies that care and are socially responsible. When strategically integrated with a company's business goals and values, involving employees in a mix of volunteer work, skills giving, workplace giving programs and matching gift opportunities provides employees with a sense of purpose and makes them feel more connected to the community and your company's social responsibility efforts.

**EMPLOYEES WANT TO WORK
FOR COMPANIES THAT CARE
AND ARE SOCIALLY
RESPONSIBLE.**



INDIVIDUAL VOLUNTEERING OPPORTUNITIES

With opportunities ranging from reading with struggling 3rd graders one hour a week to helping a family file their taxes, it's easy to find a cause you are passionate about with flexible time commitments to fit your busy schedule. A few examples:

ReadUP Tutor: ReadUP volunteers help struggling 3rd graders get on track – and stay on track – with grade-level literacy by reading with them for one hour a week. Students who are tutored through ReadUP perform better in reading and are more likely to succeed in school.

Indy Free Tax Prep Volunteer: We work with eligible Central Indiana residents during tax season to ensure they receive all available tax refunds and are closer to reaching self-sufficiency.

Disaster Response Volunteer: Following a disaster, United Way of Central Indiana's Volunteer Center may be called upon to effectively engage and manage unaffiliated volunteers in relief and mitigation efforts. Sign up to be on our list of reserve volunteers.

Gaining Perspective Through Immersion Volunteer: This volunteer will serve as a community service provider in the Gaining Perspective Through Immersion poverty simulation. See page 6 for details.

[Find out how you can get involved at uwci.org/WaysToVolunteer](https://uwci.org/WaysToVolunteer)

United Way also sponsors Get Connected, a website with hundreds of volunteer opportunities from nonprofit community partners. For more information, please visit uwci.org/volunteer and click "find a volunteer opportunity."

HOST A BACK-TO-SCHOOL DONATION DRIVE COLLECTING SCHOOL SUPPLIES, BOOK BAGS AND MORE.

CORPORATE GROUPS – GETTING STARTED

Process

1. Request a customized volunteer opportunity by visiting uwci.org/group-volunteer-opportunities.
2. The United Way team will work with partner agencies to find a volunteer project that meets your needs.
3. After your team has selected an activity and confirmed participation, United Way will facilitate your project and accompany your team to ensure you have a positive experience.

POLICIES AND PROCEDURES

United Way of Central Indiana and the agencies it serves are always in need of volunteers to help support our mission and priorities. We work diligently to ensure that your experience is impactful, meaningful and well organized. To help us provide your team with the utmost care, we ask that you please adhere to our policies and procedures, which are as follows:

1. Submit your online volunteer opportunity request a minimum of 4-6 weeks in advance of your desired project date. Please allow at least 8 weeks of planning for multiple project or activities spanning a series of dates.
2. Assign a company team leader to communicate with employees about the event or activity including volunteer assignments, project or activity details, appropriate attire, directions and parking.
3. Every individual participating in a customized group volunteer activity through United Way is required to complete the Liability Waiver & Photo Release form, which will be provided upon confirmation of project participation.

Special Note: A budget may be required for these projects. For companies that provide an annual volunteerism grant for their employees, additional customized opportunities are available.

LIVE UNITED shirts can be created as part of your volunteerism package.

For more information please contact our corporate volunteerism team at groupprojects@uwci.org

EDUCATION-RELATED VOLUNTEER OPPORTUNITIES

- Read a book to preschool children – encourage reading and phonics development and have fun at the same time
Average time: 2-4 hours. Maximum volunteers needed: 5-30 (depending on the available child care center).
- IT team/IT company can train teachers on the latest technology for their classroom
Average time: 2 hours. Maximum volunteers needed: 6.
- Create reading areas in schools or early childhood education centers
Average time 3-4 hours. Maximum volunteers needed: 20.
- Host a back-to-school donation drive collecting school supplies, book bags and more
Average time 1-2 weeks. Maximum volunteers needed 12.
- Revive or enhance an outdoor learning area at a school or camp
Average time: 4 hours. Maximum volunteers needed: 30.
- Makeover a Boys & Girls Club or YMCA (paint gym, install new floor, contribute and install new equipment, etc.)
Average time: 8 hours. Maximum volunteers needed: 50.
- Host and staff a basic computer class for seniors, teaching simple tasks like creating a Microsoft Word document, using email, accessing the internet, completing simple searches and more
Average time: 2 hours. Maximum volunteers needed: 6.
- Plant a garden at a local school to teach children about healthy eating*
Average time: 4 hours. Maximum volunteers needed: 30.
- Adopt a classroom for a year to encourage students and show that learning can be fun
Average time: 1-2 hours per month. Maximum volunteers needed 1-6 per session (depending on presentation).
- Beautify a school or playground by cleaning and manicuring the lawn or landscaping
Average time: 4 hours. Maximum volunteers needed: 30.
- Host and staff a children's book swap to get books in their hands and improve their literacy skills
Average time: 4-6 hours. Maximum volunteers needed 6-12.
- Host and staff an event for middle school students or Boys & Girls Club with fun, educational games like Scrabble, Boggle, chess and others that develop learning and critical thinking skills
Average time: 2 hours. Maximum volunteers needed: 20.

**May require funding for supplies.*



**REVIVE OR ENHANCE AN
OUTDOOR LEARNING AREA
AT A SCHOOL OR CAMP.**

FINANCIAL STABILITY-RELATED VOLUNTEER OPPORTUNITIES

- Host and staff a business clothing drive for those needing assistance entering the workforce
- Host and staff a financial literacy class at an agency serving mothers who are victims of domestic abuse
Average time: 2 hours. Maximum volunteers needed: 6.
- Host and staff a job-readiness class for people experiencing unemployment, providing instruction on professional attire, interviewing tips and more
Average time: 2 hours. Maximum volunteers needed: 6.
- Host and staff a financial simulation to teach children how to manage finances and a budget
Average time: 2 hours. Maximum volunteers needed: 10.
- Redecorate a room for women and children at a shelter or transitional housing facility
Average time: 1-2 hours. Maximum volunteers needed: 10.

Additional opportunities focused on Financial Stability

Volunteer Income Tax Assistance (VITA): Train to be an IRS-certified tax preparer to help provide individuals and families of low to moderate income with free tax preparation.

Poverty Simulations:

- **Option 1: In One Moment**

Designed to last 20-30 minutes, this activity can be utilized by any number of participants. This is a budgeting exercise that gives the participant an idea of what it would be like to live on a low-income budget. At the end of the simulation, there will be a discussion on the challenges faced by many people in our community.

- **Option 2: Real Life. Real Choices.**

Designed to last 45-60 minutes, this activity can be utilized by up to 300 participants. This simulation takes a deeper dive into real Central Indiana family scenarios. Participants are broken into small groups to tackle the challenges these families faced. Then, they are given the opportunity to learn about the resources these families utilized to get back on the path to self-sufficiency. Afterward, participants discuss their experience and poverty in our community.

- **Option 3: Gaining Perspective Through Immersion**

Designed to last 3 hours, this activity is for groups of 55-80 people. Created by the Missouri Association for Community Action, participants role play the lives of low-income families – from single parents trying to care for their children to senior citizens trying to maintain their self-sufficiency on social security. They are broken into family units and must work together through a simulated month living in a low-income household, finding resources to get by throughout the “city.” At the end, we will discuss the programs and services working to address the needs of Central Indiana.

For more information on a simulation, please contact the manager of immersive learning at 317-921-1203.

HEALTH-RELATED VOLUNTEER OPPORTUNITIES

- Host and staff a children’s fitness clinic at a Boys & Girls Club or YMCA
Average time: 2 hours. Maximum volunteers needed: 12.
- Staff a 5K (possibly handling all hydration stations or serving as course marshals)
Average time: 3 hours. Maximum volunteers needed: 30.
- Assist an agency by hosting a Parents Night Out for families caring for children and adults with special needs
Average time: 2 hours. Maximum volunteers needed: 25.
- Host and staff an exercise class for seniors or youth
Average time: 2 hours. Maximum volunteers needed: 6.
- Host and staff a community baby shower – collecting, sorting and creating baskets of items for expecting or new mothers in need
Average time: 4 hours. Maximum volunteers needed: 30.
- Host and staff a special event for individuals with disabilities (arts and crafts, Bingo, music sing-a-longs, etc.)
Average time: 2 hours. Maximum volunteers needed: 20.
- Host and staff a one-hour afterschool field day for middle school students to encourage exercise and promote health and fitness
Average time: 2 hours. Maximum volunteers needed: 30.
- Plant a garden at a school to teach the importance of eating fruits and vegetables
Average time: 4 hours. Maximum volunteers needed: 15.
- Prepare and package meals for seniors or individuals dealing with various health issues
Average time: 4 hours. Maximum volunteers needed: 12.
- Help sort, pack and stock food at a food pantry that will be used to provide meals at home for individuals and families in need
Average time: 4 hours. Maximum volunteers needed: 15.

STOCK AND ORGANIZE A FOOD PANTRY.

BASIC NEEDS-RELATED VOLUNTEER OPPORTUNITIES

- Host and staff a meal service for homeless individuals at one of United Way's agencies*
Average time: 2 hours. Maximum volunteers needed: 25.
- Participate in first responders training to prepare a team of first responders to assist if a disastrous event were to occur
Average time: 5 hours.
- Participate in child advocate training to help advocates serve children who have been removed from their homes because of abuse and/or neglect
Average time: 2 hours.
- Help low-income seniors with household chores like cleaning, vacuuming, yardwork, completing basic repairs and more
Average time: 4 hours. Maximum volunteers needed: varies based on number of seniors assisting.
- Host and staff a party or social activity for families residing in shelters or similar agencies*
Average time: 2 hours. Maximum volunteers needed: 25.
- Host and serve a meal to veterans in need*
Average time: 2 hours. Maximum volunteers needed: 25.
- Beautify a homeless shelter or transitional housing*
Average time: 4 hours. Maximum volunteers needed: 40.
- Host and staff a meal-packing event, contributing the meals to local pantries and other agencies that assist homeless or low-income individuals and families*
Average time: 3 hours. Maximum volunteers needed: varies based on the number of meals to be packed.
- Stock and organize a food pantry
Average time: 2 hours maximum volunteer: 10
- Rescue and prepare perishable food items from a variety of sources
Average time: 4 hours maximum volunteers: 10

* May require funding for supplies.

HOST AND STAFF AN EXERCISE CLASS FOR SENIORS OR YOUTH.

KIT BUILDS

Kit builds allow your group to complete a service project at your desired location. Assembly of the kits can take anywhere from 30 minutes to two hours depending on the type of kit, number of volunteers, and quantity of kits you are assembling.

Kids Snack Pack:

Many children throughout Central Indiana don't know where their next meal is coming from, let alone get nutritious snacks throughout the day. This kit includes items like juice boxes, fruit snacks, and granola bars for these children.

School Kit:

Many children face the school year without the essential supplies they need to be successful in the classroom. This project involves putting together a bag of school supplies such as pencils, crayons, glue sticks, folders, and more so students can focus on their education rather than where their school supplies are going to come from.

Transitional Housing Kit:

Individuals coming out of homelessness often enter transitional housing without any materials for their new apartment or home. This kit includes some essential items to get them started such as dish soap, sponges, dish towels, trash bags, toilet paper, etc.

Personal Care Kit:

Individuals experiencing homelessness or in various shelters throughout the city are constantly in need of personal care items. This kit includes items to help meet these needs such as deodorant, toothbrush, toothpaste, tissues, wash cloth, soap, lotion, etc.

**SO STUDENTS CAN FOCUS ON THEIR
EDUCATION RATHER THAN WHERE
THEIR SCHOOL SUPPLIES ARE GOING
TO COME FROM.**

KIT BUILDS (CONTINUED)

Job Readiness Kit:

This kit is designed to assist individuals who are searching for sustainable employment. It includes a folder, pocket calendar, bus pass, thank you notes, pens, interview tips, etc.

Baby Care Kit:

This kit is created for new mothers that may be experiencing poverty or staying in a shelter, so she has essential items to care for her newborn child. Items include diaper cream, baby wipes, baby powder, manicure set, etc.

Sandwich Making:

This project includes making peanut butter and jelly sandwiches. Sandwiches can be donated to a local homes shelter, domestic violence shelter, community center, or programs that host children.

Birthday Box:

Often celebrating a birthday is last on the list for families who are struggling to make ends meet. This kit includes items that can be used for a birthday celebration such as cake mix, frosting, candles, party favors, balloons, etc.

All kits include personalized notes of encouragement created by the volunteers during the kit build.

For more information please contact our corporate volunteerism team at groupprojects@uwci.org



VISIT [UWCI.ORG/VOLUNTEER](https://www.uwci.org/volunteer) TO LEARN MORE.

United Way of Central Indiana is always looking to align people with nonprofit organizations and volunteer experiences that are important to them.

We work diligently to ensure that your experience is impactful, meaningful and well organized.



uwci.org

**FIGHTING FOR THE EDUCATION, FINANCIAL
STABILITY, HEALTH AND BASIC NEEDS OF
EVERY PERSON IN OUR COMMUNITY.**



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