

Quick Guide – Company Coordinator

Important Dates

January or February	Attend a new coordinator training session (if needed)
Week of March 3	Project Match Week <ul style="list-style-type: none">• Platinum presenting sponsor – Early Bird Match• Gold sponsor – Mar 4 & 5• Silver Sponsor – March 6 & 7
March 18	Sponsor logos for t-shirt due
March 18	Volunteer t-shirt size and quantity order due
May 1	Project site visits complete
May 5 & 6	Company Coordinator pick up volunteer t-shirt
May 8	Day of Caring
May 16	Volunteer hours due

Planning Checklist

- ✓ Gather interest around the workplace.
How many volunteers? What types of projects? How long? What time of day?
- ✓ Select projects for your volunteer teams during your project match window.
- ✓ Recruit volunteers and designate a lead for each project you have selected.
- ✓ Communicate between volunteers and agency project leads.

Questions? Contact:

Angelica Vannatta, CDE (she/her/hers)
319-398-5372 ext. 822
angelica.vannatta@uweci.org