



## Project Submission Best Practices Guide

Thank you for your interest in submitting a project for our 25<sup>th</sup> Annual Days of Caring, taking place November 1<sup>st</sup> and 2<sup>nd</sup>! To ensure your project is accepted the first time you submit it, please consider the following:

- Does your project have the minimum number of volunteers it needs to be completed?
  - If your project does not generate enough registrations, it may be canceled.
- Do you have the tools needed to complete your project?
  - Either way, please let your volunteers know this, either in the project description itself or with communications.
- Do you have the necessary information in your project description?
  - What will the volunteers be doing, what will they need to wear/bring, etc?
- Is your project time frame accurate?
  - Please make sure your project is no more than 4-5 hours long. If a project is submitted that is over that time frame, we will ask you to break it up into separate shifts.
- Will you be providing snacks/water for your volunteers?
  - Either way, please let volunteers know this, either in the project description itself or with communications.
- Do you want Eller College of Management to volunteer at your project?
  - If so, please make sure your time frame is from 10 AM-1 PM. Please let United Way know that you would like Eller to volunteer and provide the following information: Person of Contact information and minimum and maximum number of volunteers.