

# DAY OF ACTION

## Project Planning Guide for Nonprofit Organizations

### Overview:

On Wednesday, April 29, 2026, Sioux Empire United Way will deploy skilled and motivated volunteers to lend a hand to SEUW partner nonprofits impacting the lives of children, vulnerable adults, and people in crisis throughout the Sioux Empire.

Volunteers are expected to complete hands-on projects and agency tours from 2:00 - 4:00 pm.

### Project Guidelines:

Day of Action is an incredible opportunity to tackle large and small projects at your organization that otherwise may not get accomplished.

Below are some guidelines to better help you plan. The answers you give to these questions will help you assess the appropriateness and scale of your Day of Action projects and will help volunteers better respond to your needs.

- ☐ Can your project be substantially completed between 2:00 - 4:00 pm while allowing time for a tour/nonprofit overview, project instructions, set-up, and breakdown?
- ☐ Is the size and complexity of your project appropriate for nonprofessional workers?
- ☐ What physical requirements and skills will your volunteers need? (Operating vehicles, climbing ladders, heavy lifting, etc.)
- ☐ Can you provide the tools and materials required to complete your project?
- ☐ Do you have the space to accommodate the number of volunteers required for your project?
- ☐ Can your organization designate a point of contact to organize and oversee your Day of Action project and communication?
- ☐ Are there smaller projects that volunteers can work on if they finish the main project?

### Project Ideas:

- Organize or package items from a recent drive.
- Sort and prepare items for donation.
- Paint or assemble furniture.
- Prepare or deliver meals.

- Trim overgrown and hazardous landscaping.
- Clean and sanitize toys, furniture, and interior spaces.
- Plant or maintain your community garden.
- Pickup or deliver furniture.
- Refresh the paint in your building.
- Label and store office supplies.
- Prepare living spaces for guests.
- Assist with filing and stuffing envelopes.
- Serve and collaborate with guests.
- Complete administrative and organizational tasks.
- Assemble kits (seasonal, hygiene, etc.)
- Remove or haul trash.

### Register Your Project(s):

To submit your request for Day of Action volunteers, please visit

<https://www.seuw.org/form/day-of-action-projects>.

### Policies and Procedures:

Requirements for participating Day of Action nonprofit partners:

- Participating nonprofits must be a SEUW partner nonprofit or funded program(s).
- Projects are accepted at the sole discretion of SEUW & SEUW has the right to exclude a project.
- Nonprofits are responsible for all materials needed to complete Day of Action projects.
- Nonprofits must connect with their Project Team Leaders prior to the event.

Once all Day of Action projects have been registered and approved,, SEUW will begin matching you with local volunteers dedicated to donating their time and services to improving our community.

SEUW will assign your agency a Project Team Leader who will be responsible for recruiting volunteers, distributing team shirts, and communicating all Day of Action details to their team.

### Bad Weather Plans:

Each nonprofit partner is responsible for making arrangements in case of inclement weather. Day of Action is not automatically canceled due to bad weather; however, you may have changes to your project plans. When you register your projects, you will be asked to identify your plans in case of bad weather. Whether you choose to cancel, reschedule, or modify your project, please communicate your plans so the volunteers are aware ahead of time. On Day of Action, the nonprofit partners and Project Team Leaders will communicate directly with each

other regarding any changes in plans.

### Questions Regarding Day of Action:

If you feel you need some assistance in planning your projects, Sioux Empire United Way can visit with you to review potential projects and evaluate the feasibility for volunteers to complete the project(s) you have in mind.

If you have any questions or concerns about Day of Action, please contact the SEUW team at [unitedway@seuw.org](mailto:unitedway@seuw.org) or Nick Hausman, at [Nicholas.Hausman@bankeasy.com](mailto:Nicholas.Hausman@bankeasy.com).