



Spring Day of Caring 2026 Project Submission

Nonprofit partners,

We are thrilled to be preparing for Spring DOC 2026!

The deadline to have your project(s) submitted is February 13, 2026. Please note that there is a mandatory meeting for all participating nonprofits on April 2nd at 9:00 am at the United Way of Greater Chattanooga Office.

Please note the following requirements:

- You will be responsible for providing volunteers with plenty of water throughout the day.
- We encourage you to plan half day projects. **If the project is longer than 3 hours, you will be required to provide lunch. If you are providing lunch, please state that you are in the Project Description.**
- Provide all the proper tools and materials for projects.
- Provide a representative from your agency to be present throughout the project.
- Some projects are strategically chosen, please, DO NOT change the project day-of from the original project posted. We understand that the weather may be an issue. If this is the case for your project, please provide an inclement weather back up in your project description.
- **If there are ANY changes in the project (start time, project description, food availability), please be sure to copy emoryevans@uwchatt.org in any sort of communication with the volunteer team.** This will allow us to ensure that your Site Captain is also aware of any changes and can plan accordingly.
- **Please note** that Site Captains have been asked to collect sign-in sheets for UWGC data collection. If Site Supervisors wish to obtain a copy of sign in sheets, please submit a request to emoryevans@uwchatt.org.

To submit your project, your agency must have a profile on iHelp. Unsure if you do, or unsure if you have access to it? Please contact volunteering@uwchatt.org to verify. If your agency does not have a profile or you are unable to access the profile, we will be able to walk you through setting one up.

Thank you to our friends at Unum for helping to make this year's Spring Day of Caring possible!





Once you have access to your agency profile, please follow the steps below to post your project(s). Agencies are welcome to submit more than one project.

1. Log in to www.ihelpchattanooga.org under your individual profile.
2. Click on **"My Agency"** located at the top tab.
3. Scroll down, click on the **"Needs"** tab (3rd tab)
4. Click on **"Add New Need"** found on the right of your screen.
5. Please enter the title as **"Spring DOC 2026 - (Insert Agency Name)- (Insert Project Name)"**
6. Fill in the **"Description"** section with all the details of your project. Please include the following information: parking details, level of heavy lifting involved, clothes most appropriate to wear while volunteering, if tools will be provided. Please remind participants to bring a water bottle and to wear sunscreen if necessary. Also note that if you are submitting more than one project, you will need to create a separate need for each one.
7. Please mark your need as **"Private"**. We will make them public after they have been reviewed and are ready for corporate companies/groups to sign up.
8. Under **"Duration"**, please select **"Happens On"**, enter **4/17/2026**.
9. Please enter the **"Registration Closed Date"** for **3/23/2026**.
10. Under **"Capacity"**, please enter the number of volunteers needed for this project.
11. Enter the number of **"Hours"** needed to complete the project (2, 3.5, etc).
12. Enter the specific **"Hours Description"** for your project (9am-12pm, 9am-5pm, etc).
13. Please click **"Yes"** to allow **team registration**.
14. Enter the **"Minimum Age"** of your project. **There is no need to enter the maximum age.**
15. Please mark the **"Family Friendly, Outdoors, and Wheelchair Accessible"** portion appropriately as it pertains to your project. If your project is outdoors, you will be prompted to provide an inclement weather option.
16. If you have specific notes pertaining to your project that you would like to add: wear close-toed shoes, wear sunscreen and/or bug spray, etc. You can include those notes in the **"Attributes"** section.
17. Unless you plan to submit a virtual need, please mark **"No"** for that section.
18. Please enter the address of **where the project will be held**.
19. Please select at least one option on the drop down of **"Interest & Abilities"**. Since all Day of Caring projects will require some type of **physical labor**, you're welcome to choose that option.
20. If there are others within your agency that need to be kept in the loop when groups respond to your project, please turn on the **"Additional Notification Recipient(s)"** and include their email address in the box provided.
21. Please turn on **"Designate a Site Supervisor"** and **include the name, email, and phone number of the person overseeing that site for the day.**
22. If you have a waiver form that volunteers need to complete, please click **"Choose file"** and upload your form.
23. Click **"Create Need"** and you are all set!

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