

VOLUNTEER FORMS

page 2 | VOLUNTEER WAIVER + PHOTO RELEASE FORM

All volunteers are required to sign a waiver and photo release form. If your organization has its own volunteer form, you may use that instead.

page 3 | MEDICAL EMERGENCY FORM

If the volunteer is new to your organization, volunteering alone, or has a medical condition, please ensure they fill out this form for any potential medical emergencies.

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VOLUNTEER INFORMATION

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Answers to frequently asked questions regarding volunteering with our organization, including how to get involved, what to expect, and more.

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Guidelines and expectations for volunteers, outlining the behavior and standards that are expected while representing our organization.

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TEAM LEAD RESOURCES

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A comprehensive guide for team leaders, providing tips, strategies, and best practices for effectively organizing and managing volunteer teams.

COMMUNICATION + RECOGNITION MATERIALS

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A customizable email template for team leaders to communicate important details and instructions to their volunteer teams prior to volunteering events.

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An email template for team leaders to express gratitude and appreciation to volunteers for their contributions and dedication.

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A printable thank you card for team leaders to distribute to volunteers as a token of appreciation for their time and effort.

page 13 | DAY OF ACTION FLYER

A promotional flyer providing information about the Day of Action event, including date, time, location, and how to get involved, designed for distribution to volunteers and the community.

VOLUNTEER WAIVER

Volunteer Information

Name: _____

Phone Number: _____

Email: _____

Liability Release

I, the undersigned volunteer, hereby release, indemnify, and hold harmless Greater Gallatin United Way (GGUW), the organizers, sponsors, agency partners, and supervisors of all its activities, from any and all liability associated with my participation in volunteer events. This includes, but is not limited to, injury and/or property damage caused by negligence. I understand that I must complete this form in its entirety before volunteering, and this agreement will remain in force unless I notify GGUW in writing.

Photo Authorization & Release

I agree to permit photographs, video or digital tapes, movies, and/or sound recordings of myself to be used for television, radio, newspaper, outdoor advertising, billboards, bus covers, videos, printed materials, internet, and/or news stories. I will not receive payment for these pictures and will have no right to view or approve them before or after use. This agreement has no time limit.

I hereby authorize and consent that GGUW, its legal representatives, successors, or assigns, shall have the absolute right to copyright, publish, use, sell, or assign any and all photographic portraits or pictures, television spots, movie films, videotapes, and/or sound recordings taken or made of me. I waive all claims for compensation or damages, now or in the future. I also waive the right to inspect and/or approve the finished product or advertising copy.

I warrant that I am of full age and have every right to contract in my own name. If the subject is a minor, I, as the parent or legal guardian, consent to all the terms stated above. I have read and fully understand the contents of this authorization and release.

Signature: _____ Date: _____

Opt-Out Option

By initialing here, I request not to have pictures of me used for marketing purposes. I am aware that it is my responsibility to remove myself from any requested photos or videotaping.

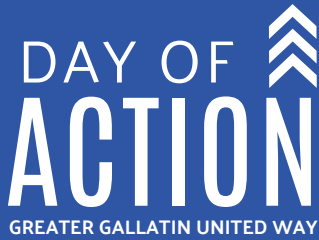
Initial _____

If Volunteer is Under 18

I, as the parent or legal guardian of the volunteer under 18 years of age, consent and agree to all the terms and provisions stated above on behalf of the minor.

Parent/Guardian Name: _____

Signature: _____ Date: _____



EMERGENCY CONTACT INFORMATION

In the event of an emergency, it is crucial to have up-to-date and easily accessible contact information for all individuals within an organization. The following template can be used to collect and organize emergency contact details:

ORGANIZATION NAME: _____

EMPLOYEE/MEMBER INFORMATION:

Full Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Primary Contact Number: _____

Email Addresses: _____

EMERGENCY CONTACT INFORMATION:

Name: _____

Relationship: _____

Contact Number: _____

HEALTH INFORMATION (IF APPLICABLE):

Allergies: _____

Medical Conditions: _____

Medications: _____

Special Instructions: _____

ADDITIONAL CONTACTS (IF APPLICABLE):

Supervisor/Manager/Human Resources Representative Name:

Contact Number: _____

EMERGENCY SERVICES INFORMATION



Greater Gallatin
UNITED WAY

LOCAL EMERGENCY SERVICES:

Police - Fire - Ambulance: Dial 911

Gallatin County Sheriff's Office: 406-582-2100

Park County Sheriff's Office: 307-527-8700

Help Center (counseling, emergency food, clothing, shelter): Dial 211 or (406) 586-3333 (24-hour crisis line)

Montana Road Report: Dial 511

BOZEMAN

Bozeman Police: Non-emergency: 406-582-2000

Bozeman Fire Department: 406-582-2350

Bozeman Deaconess Hospital: 406-414-5000

Bozeman Health Big Sky Medical Center: 406-995-6995

BELGRADE

Belgrade Police Non-Emergency: 406-388-4262

Central Valley Fire Department: 406-388-4480

Bozeman Health Belgrade Clinic: 406-414-3334

BIG SKY

Big Sky Search & Rescue – Non Emergency: 406-995-3911

Big Sky Fire Department: 406-995-2100

Bozeman Health Big Sky Medical Center: 406-995-6995

IMPORTANT REMINDERS:

- Ensure this information is kept confidential and only accessible to authorized personnel.
- Regularly update this form to reflect any changes annually or needed.
- Educate employees/members about the location of this information and the procedures to follow in case of an emergency.

DISTRIBUTION:

- Distribute this form to all volunteers and request updates as needed.

REVIEW:

- This emergency contact information should be reviewed annually, as necessary, or as changes occur within the organization.
- By maintaining accurate and updated emergency contact information, we prioritize the safety and well-being of everyone.

VOLUNTEER FAQ

Q: WHAT IS THE GREATER GALLATIN DAY OF ACTION?

A: The Greater Gallatin Day of Action is a community-wide event dedicated to bringing volunteers together to make a positive impact. On this day, individuals and groups participate in various projects and activities to contribute to the well-being of our community.

Q: WHEN IS THE DAY OF ACTION TAKING PLACE?

A: The Day of Action is scheduled for Friday, June 27th, 2025

Q: HOW CAN I VOLUNTEER?

A: To volunteer, simply visit our website or designated registration platform, explore the available projects, and sign up for the one that aligns with your interests and schedule.

Q: CAN I VOLUNTEER AS AN INDIVIDUAL OR WITH A GROUP?

A: Absolutely! Both individual and group volunteers are welcome. You can choose to join an existing project or create one for your group.

Q: IS THERE A REGISTRATION DEADLINE FOR VOLUNTEERS?

A: While we encourage early registration, there isn't a strict deadline. However, some projects may have limited spots, so it's best to sign up as soon as you find a project that interests you.

Q: ARE THERE ANY AGE RESTRICTIONS FOR VOLUNTEERS?

A: The age requirements can vary depending on the nature of the project. Some projects may be suitable for families with children, while others may have age restrictions. Please check the project details for specific information.

Q: WHAT HAPPENS AFTER I REGISTER TO VOLUNTEER?

A: Once registered, you will receive a confirmation email with details about your chosen project, including the date, time, location, and any specific instructions. Closer to the event, we'll also provide information on the Day of Action, including the kickoff meeting and any additional resources you may need.

Q: WHAT SHOULD I BRING ON THE DAY OF ACTION?

A: Each project may have specific requirements, and these details will be communicated to you after registration. In general, it's advisable to wear comfortable clothing and bring any personal items like water, sunscreen, or gloves, depending on the nature of the project.

Q: CAN I SUGGEST A PROJECT OR ACTIVITY FOR THE DAY OF ACTION?

A: Absolutely! If you have an idea for a project or activity that aligns with the Day of Action's goals, please contact us. We'd love to hear your suggestions and help you bring your vision to life.

Q: IS THERE A WAY TO STAY CONNECTED AND RECEIVE UPDATES?

A: Yes, we encourage you to follow our social media channels and subscribe to our newsletter for the latest updates and information about the Day of Action.

If you have additional questions, feel free to contact our GGUW team at admin@greatergallatinunitedway.org. We appreciate your enthusiasm and look forward to making a difference together on the Day of Action!

VOLUNTEER CODE OF CONDUCT

As a volunteer participating in the Greater Gallatin Day of Action, we ask that you adhere to the following code of conduct to ensure a positive and respectful experience for all involved:

- 1. RESPECT AND INCLUSION:** Treat everyone with respect, kindness, and consideration. Embrace diversity and inclusivity, recognizing and valuing the differences among volunteers, community members, and project organizers.
- 2. PUNCTUALITY AND COMMITMENT:** Arrive on time for your designated project and commit to the duration specified. Your punctuality and full engagement contribute to the success of the event and the projects.
- 3. SAFETY FIRST:** Prioritize safety by following all safety guidelines and instructions provided by project organizers. Report any unsafe conditions immediately and act responsibly to prevent accidents.
- 4. FOLLOW INSTRUCTIONS:** Listen attentively to project leaders and follow their instructions. If you have any questions or concerns, don't hesitate to ask for clarification.
- 5. POSITIVE ATTITUDE:** Approach the Day of Action with a positive and enthusiastic attitude. Your optimism contributes to a vibrant and uplifting atmosphere for all participants.
- 6. TEAMWORK AND COOPERATION:** Collaborate with fellow volunteers, project organizers, and community members. Embrace teamwork and cooperation to accomplish project goals and foster a sense of community.
- 7. ENVIRONMENTAL STEWARDSHIP:** Respect the environment during your volunteer activities. Dispose of waste properly, minimize your ecological footprint, and follow any sustainability guidelines provided.
- 8. CONFIDENTIALITY:** Respect the privacy and confidentiality of individuals you may encounter during volunteer activities. Refrain from sharing personal information without explicit consent.
- 9. CONFLICT RESOLUTION:** If conflicts arise, address them in a constructive and respectful manner. Seek assistance from project leaders or event organizers if necessary.
- 10. REPRESENTING THE COMMUNITY:** Remember that you are an ambassador for the community during the Day of Action. Represent the values of inclusivity, kindness, and community spirit in all interactions.

By abiding by this Volunteer Code of Conduct, you contribute to the success of the Greater Gallatin Day of Action and help create a positive impact in our community. Thank you for your dedication and commitment to making this day memorable for everyone involved.

HOW TO SIGN UP FOR DAY OF ACTION ON VOLUNTEERM.T.ORG

Thank you for joining us for the upcoming Greater Gallatin United Way's Day of Action! To make your volunteer experience seamless, we want to guide you through the process of signing up on VolunteerMT.org.

WHY REGISTER ON VOLUNTEERM.T.ORG?

Registering on VolunteerMT.org allows you to track your volunteer hours, build your volunteer resume, and stay engaged in the community. Additionally, it helps us and the participating organizations better organize and plan for the Day of Action.

HERE'S YOUR STEP-BY-STEP GUIDE:

1. Visit the Site:

- Navigate to VolunteerMT.org.
- Click on "Sign Up" or "Volunteer Now."

2. Explore Volunteer Opportunities:

Browse through the list of volunteer needs (opportunities) available for the Day of Action.

3. Select a Need:

- Click on "View Details > Respond for a Need" to explore specific volunteer opportunities.
- If prompted to log in, click "Sign Up" to proceed.

4. Registration Form:

- Complete the registration form with the required details.
- Optionally, if available, you can use your Facebook account for a quick sign-up.

5. Password Requirements:

- Set a password that is at least eight characters long. Most sites do not require a specific combination of letters, numbers, and special characters.

6. Complete Registration Steps:

- Depending on the site's process, you may have multiple steps to complete.
- You can skip non-required steps, but completing all steps ensures a smoother volunteering experience.

WHY REGISTER?

For you:

- Browse and respond to volunteer needs.
- Inform organizations of your volunteering schedule.
- Access an on-site calendar of your responses.
- Add volunteer shifts to your personal calendar.
- Download a volunteer resume showcasing your achievements.

For the organization:

- Track impact for grant and funding applications.
- Prepare for the number of volunteers signed up for a particular need.
- Enhance understanding of the volunteer community for an optimal experience.
- We appreciate your dedication to making a positive impact on the Day of Action.

Thank you for being a part of this important day! If you have any questions or need further assistance, feel free to reach out to Ben Frentsos at ben@gguw.org.

TEAM LEADER GUIDE: REGISTERING YOUR VOLUNTEER TEAM FOR DAY OF ACTION

Congratulations on taking the lead as a Team Leader for Greater Gallatin United Way's Day of Action. To make your role a breeze, here's a step-by-step guide on managing your team through VolunteerMT.org.

- **I'M A TEAM LEADER—NOW WHAT?**
- Click your profile image or initials on the top menu bar.
- Select "My Teams."
- Click "Manage Teams" for the specific team you want to handle.
- This will open the Team Response page, your hub for managing your volunteer team.

MANAGING A TEAM ON THE TEAM RESPONSE PAGE

Add Default Hours in Bulk:

- Check the boxes next to the members.
- Click "+Add Default Hours"
- You can select all by checking the box beside "Email" at the top.

Add Hours Individually:

- Click the hourglass icon for the member.
- Fill out the form.
- Click "Submit Hour Entry" when done.

Add Team Members:

- Click "Add Team Member."
- Enter their email and name.
- Confirm if the user is registered.
- Click "Submit Member" when done.

Email Team Members:

- Select members to email.
- Click "Email Members."
- Draft your message and click "Send Email."

Important Team Links:

- Copy the join link to invite new members.
- Copy the resume link to showcase your team's impact.

Manage Team Leaders:

- Check the box under "Leader" for the desired member.
- Uncheck the box for anyone you want to remove as a leader.

Remove a Team Member:

- Click the X under the "Options" column.
- Confirm your selection.

Unregister a Team:

- Click "Unregister Team."
- Confirm "Yes" to remove your team's response to a need.

This guide should assist you in efficiently managing your volunteer team. If you have any questions or need further assistance, feel free to reach out to Ben Frentsos at ben@gguw.org.

Thank you for your leadership, and we appreciate your commitment to making the Day of Action a huge success!

TEAM LEADER HOW TO REGISTER YOUR TEAM



HOW TO REGISTER YOUR TEAM FOR DAY OF ACTION

We're thrilled that you and your team are interested in volunteering for the Greater Gallatin United Way's Day of Action. To make the registration process smooth, here's a detailed guide on how to register as a team and respond to team-friendly Needs.

Finding Team-Friendly Needs:

- Click on a Need to see if it's team-friendly (look for the "Respond As Team" button).
- Filtering for Team-Friendly Needs:
 - Go to "Needs" in your side navigation menu.
 - Select "Teams" from the "Select A Filter" dropdown.
 - Choose "Accepting Teams" from the "Select Access" dropdown.
 - Click "Search" to see a list of team-friendly Needs.

Creating a New Team:

- Click "Respond As Team" on the Need of your choice.
- Give your team a name on the "Build Your Team" page.
- Add team members by entering their email and name.
- Set a team leader, check the box under "Leader."
- If there are scheduled shifts, click "Continue" to select shifts.
- Click "Finish" when your team is ready.
-

How to Reuse a Team:

- Click "Respond As Team" on a Need.
- Select "Use One Of My Teams."
- Choose your team from the dropdown.
- Review and modify team members if needed.
- Click "Continue" to add more members or select shifts.
- Click "Finish" when your team is ready.
-

I'M A TEAM MEMBER—NOW WHAT?

- Click on your profile image or initials.
- Select "My Teams."
- Use the dropdown under "Select an action" to email the team leader or remove yourself from the team.
- To view your team's accomplishments, click "View Resume."

Join Team Link:

- If invited via a join link, click the link, complete any required questions, and click "Join Team."
- Remember, the join link may be sent to your profile inbox or directly, and if you don't have an account, you'll need to create one.

If you have any questions or need assistance, feel free to contact Ben Frentsos at ben@gguw.org.

Thank you for being a vital part of making Day of Action a success!

DAY OF
ACTION

GET INVOLVED EMAIL TEMPLATE

Subject Line: Join [Your Organization] June 27 for Day of Action – Sign Up to Volunteer!

Header: Take Action with Us – One Day. Four Counties. Countless Actions.

Body:

We're thrilled to be part of Greater Gallatin United Way's Day of Action—a region-wide celebration of community, connection, and collective action. On Friday, June 27, 2025, volunteers across Gallatin, Madison, Meagher, and Park counties will roll up their sleeves to make a visible, meaningful difference.

And we'd love for you to join us.

What is the Day of Action?

The Day of Action is a community-wide volunteer event that unites individuals, families, businesses, and nonprofits to work together on projects that strengthen our neighborhoods. It's a one-day movement of purpose and possibility.

Last year, with the help of more than 50 volunteers, 25 nonprofits, and 8 community projects, volunteers contributed 145 hours of service in a single day. The energy, impact, and sense of community were unforgettable—and this year, we're going even bigger.

Volunteer With [Your Organization Name]

We're proud to be hosting a project, and you're invited to take part:

Project Title: [Insert Your Project Name]

Date & Time: June 27, 2025 | [Insert Timeframe]

Location: [Insert Address or Location]

What Volunteers Will Do: [Brief description of the project and its impact]

Sign Up: [Insert direct VolunteerMT.org project link]

Whether you can give an hour or a day, your presence makes a difference.

OTHER WAYS TO GET INVOLVED

Volunteer for a different project: Visit VolunteerMT.org to browse all Day of Action opportunities across the region.

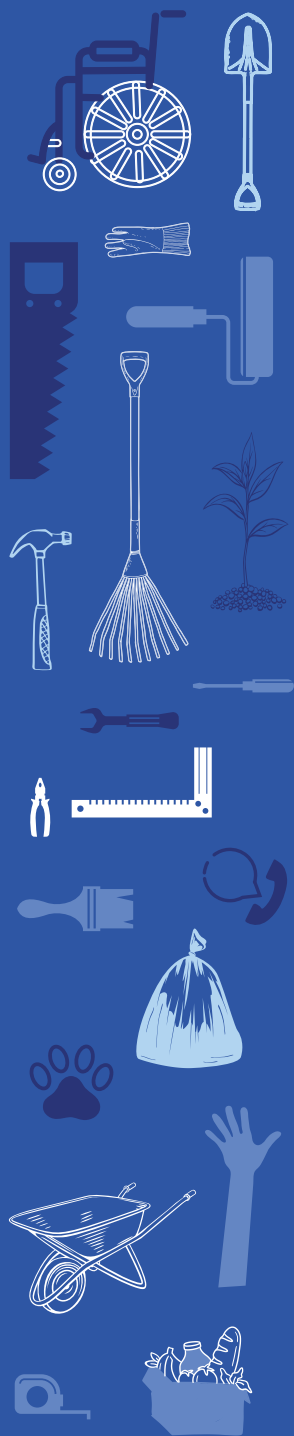
Host a project: Are you part of an organization that wants to rally volunteers? Reach out to Greater Gallatin United Way to learn more.

Spread the word: Share this email, invite a friend, and post about your volunteer plans to inspire others.

This is what community looks like in action. We hope to see you on June 27—ready to connect, give back, and take action together.



DAY OF
ACTION



VOLUNTEER DETAILS EMAIL TEMPLATE

Subject: Details for Your Day of Action Volunteer Project!

Dear [Volunteer],

We're thrilled to have you join us for our volunteer project as part of Greater Gallatin United Way's Day of Action next week! Your dedication to giving back to the community is truly appreciated, and we can't wait to make a positive impact together.

Here are the details for our upcoming project:

Date: [Day of Action Date]

Time: [Start Time - End Time]

Location: [Project Location Address]

Meeting Point: [Specific Meeting Point at Location]

Attire: Please wear comfortable clothing and closed-toe shoes suitable for [outdoor/indoor etc] work. We also recommend bringing layers in case of changing weather conditions.

What to Bring: Feel free to bring a refillable water bottle to stay hydrated throughout the day. We'll provide all necessary tools and materials for the project.

Contact Information: If you have any questions or need assistance on the day of the project, please don't hesitate to reach out to [Project Coordinator Name] at [Coordinator's Phone Number] or [Coordinator's Email Address].

In case you're not familiar with us, here's a glimpse into our organization: [Briefly describe mission, goals, and community served]. With your help, we [Describe primary initiatives] and achieve [highlight accomplishments].

We're looking forward to working alongside you and making a meaningful difference in our community. Thank you once again for your commitment to service and for being a part of this important initiative.

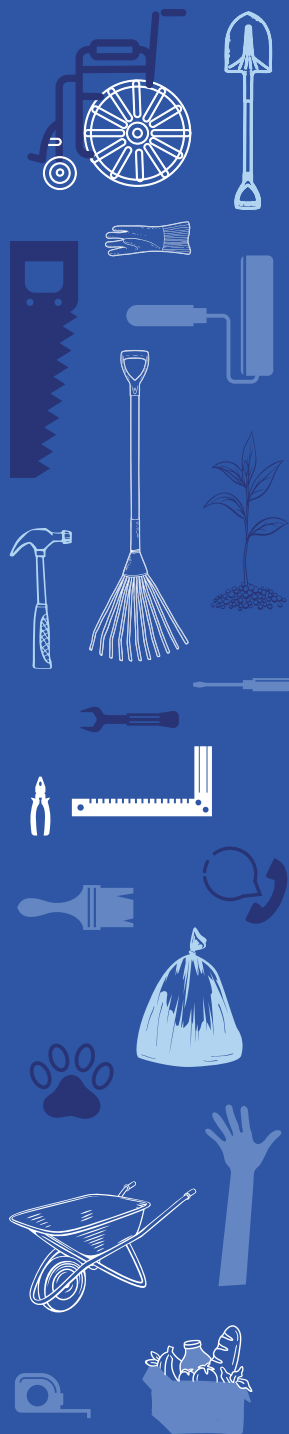
Warm regards,

[Your Nonprofit Name]

[Contact Information]

[Nonprofit Logo]

DAY OF
ACTION



VOLUNTEER THANK YOU EMAIL TEMPLATE

Subject: Thank You for Making a Difference on Day of Action!

Dear [Volunteer Name(s)],

On behalf of [Nonprofit Organization Name], we want to extend our sincerest gratitude for your participation in our volunteer project as part of Greater Gallatin United Way's Day of Action.

Your dedication and hard work were truly appreciated, and we are incredibly grateful for the positive impact you helped us make in our community. Together, we accomplished so much and created meaningful change that will benefit many. [Brief description of what the project accomplished.]

Thank you for your enthusiasm, energy, and commitment to service. Your efforts on Day of Action not only made a difference on the day itself but will also have a lasting impact on the lives of those we serve.

We would love to stay connected and continue working together to create a better future for all. Please don't hesitate to reach out if you have any questions, ideas, or suggestions for future volunteer opportunities.

Once again, thank you for your generosity and support. We are honored to have had you as part of our team on Day of Action, and we look forward to collaborating with you again in the future.

With Gratitude,

[Your Nonprofit Name]

[Contact Information]

[Nonprofit Logo]



GREATER GALLATIN DAY OF FRIDAY JUNE 27, 2025 ACTION



THANK YOU
FOR TAKING ACTION



GREATER GALLATIN DAY OF FRIDAY JUNE 27, 2025 ACTION



THANK YOU
FOR TAKING ACTION

YOUR IMPACT STARTS HERE. **TAKE ACTION** ON JUNE 27th

ONE DAY. FOUR COUNTIES.
COUNTLESS ACTIONS.

DAY OF
ACTION
GREATER GALLATIN UNITED WAY
VOLUNTEER HOST



VOLUNTEER | SPONSOR | HOST
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