

DAY OF ACTION WELCOME KIT

ONE DAY. FOUR COUNTIES. COUNTLESS ACTS.



**GREATER
GALLATIN
DAY OF ACTION**
**FRIDAY
JUNE
27, 2025**



WELCOME

DAY OF
ACTION
GREATER GALLATIN UNITED WAY

Dear Nonprofits and Passionate Partners,

We're thrilled to welcome you to the Second Annual Day of Action on June 27th, 2025!

Last year, we joined forces across Gallatin, Madison, Meagher, and Park counties—with 50+ volunteers, 25 nonprofits, and 8 community projects, we contributed 145 hours of service in just one day. It was inspiring, energizing, and a powerful reminder of what we can do when we show up together.

This year, we're ready to build on that momentum—and we want you with us.

The Day of Action is your chance to highlight your mission, rally new volunteers, and get hands-on support for a project that matters. Whether you're a nonprofit with a project idea or a business or individual looking to get involved, there's a place for you.

Register your project, invite your teams, and let's make an even bigger impact.

We're here to help—from spreading the word to recruiting volunteers and ensuring your project runs smoothly. Together, we're building a stronger, more connected community—one act of service at a time.

Thanks for all you do. Let's make June 27th count.

With gratitude and anticipation,

The Greater Gallatin United Way Team

**YOUR ACTIONS, OUR COMMUNITY,
ONE IMPACTFUL DAY**





FREQUENTLY ASKED QUESTIONS

HOW CAN MY NONPROFIT, GROUP, OR BUSINESS PARTICIPATE IN THE DAY OF ACTION?

HOST A PROJECT I Have a volunteer project idea? We'd love to feature it! Visit GreaterGallatinUnitedWay.org/day-of-action to learn more and fill out the interest form. Then register your project on VolunteerMT.org by May 15th to be included in our Day of Action marketing and volunteer recruitment efforts.

VOLUNTEER I Ready to roll up your sleeves? Visit VolunteerMT.org, search for "Day of Action," and sign up for a project that speaks to you. If you don't see one that fits your skills or group, reach out to ben@gguw.org—we'll help you find the right fit.

SUPPORT I Want to sponsor or donate in-kind goods to help make the day a success? Contact sylvia@gguw.org to explore ways to support the Day of Action.

WHAT TYPES OF VOLUNTEER PROJECTS ARE SUITABLE FOR THE DAY OF ACTION?

We welcome a diverse range of projects! Whether it's a community clean-up, skills-based project, or engaging activity, any initiative that positively impacts the community is encouraged. Whether it is for two or 100 volunteers. We are here to help.

IS THERE A COST FOR NONPROFITS TO REGISTER THEIR VOLUNTEER PROJECT?

No, there is no registration fee for nonprofits to host a volunteer project on the Day of Action. It's a collaborative effort to promote community engagement and positive change.

CAN I REGISTER MULTIPLE VOLUNTEER PROJECTS FOR MY NONPROFIT?

Absolutely! If you have multiple projects or initiatives that could use volunteer support, we encourage you to register them individually on VolunteerMT.org.

HOW CAN MY NONPROFIT BENEFIT FROM HOSTING A VOLUNTEER PROJECT ON THE DAY OF ACTION?

Hosting a volunteer project provides your nonprofit with an excellent opportunity to engage with the community, showcase your mission, and potentially recruit new volunteers. Your project will also be included in marketing to amplify your impact.

WHAT SUPPORT DOES GREATER GALLATIN UNITED WAY PROVIDE TO PARTICIPATING NONPROFITS?

Greater Gallatin United Way is here to support you every step of the way. We'll feature your project in official Day of Action materials and promote it across our social media platforms. You'll also receive a marketing toolkit, day-of resources, help recruiting volunteers, and some fun Day of Action swag to make your project a success.

HOW CAN MY NONPROFIT ENGAGE WITH VOLUNTEERS ON THE DAY OF ACTION?

Connect with your volunteers to make the most of your project. Keep them informed by sharing key project details, thanking them for their time, and showing the impact they're making. If possible, consider having a representative attend one of our Day of Action events to help build connections and celebrate the day together.

WHAT HAPPENS AFTER THE DAY OF ACTION?

After the event, we'd love to hear how it went! Share your success stories, photos, and any outcomes from your project—these highlights help us showcase the collective impact and keep the momentum going. GGUW will compile and share a Day of Action Impact Report to celebrate the work we accomplished together.

HOW CAN VOLUNTEERS CONNECT WITH MY NONPROFIT FOR FUTURE OPPORTUNITIES BEYOND THE DAY OF ACTION?

Turn Day of Action into long-term impact. If volunteers want to stay involved, guide them to your website, social media, or share a contact for follow-up opportunities. A positive Day of Action experience can be the start of lasting relationships and ongoing support for your mission.

WHAT IF WE CANNOT HOST A VOLUNTEER PROJECT BUT STILL WANT TO BE INVOLVED?

All nonprofits and community groups are welcome to join our public Day of Action events! Come connect with the community, recruit new volunteers, pick up some swag, and spread the word about your mission—or just stop by to have fun and celebrate community with us. Visit greatergallatinunitedway.org/day-of-action for event details.

HOW TO REGISTER

1 Visit VolunteerMT.org and click sign-up and create a volunteermt.org agency account. If you are already a volunteermt agency, click sign-in.

QUICK TIP If you are new here, [check out this tour](#) of VolunteerMt.org to learn more.

2 Once you are signed-up or signed-in, visit the Day of Action initiative page by clicking the button below the header or in the side navigation. Check out what other organizations are involved and what projects they are hosting.

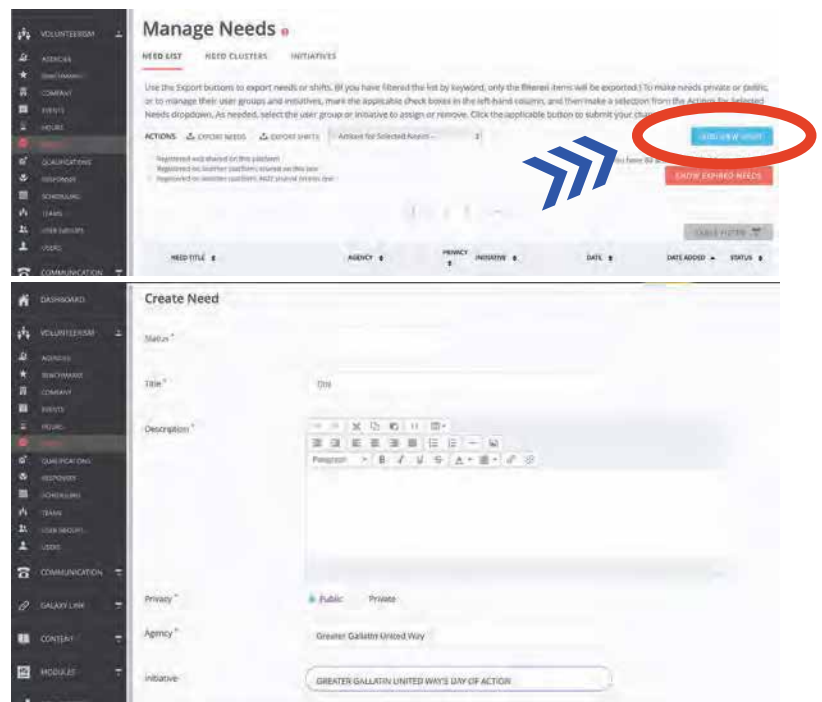
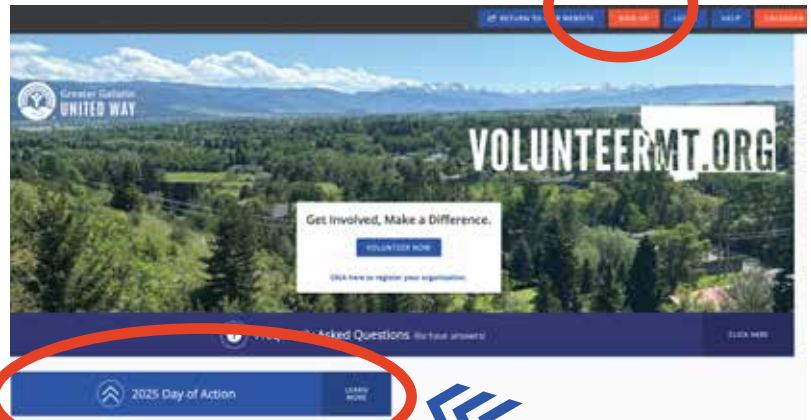
QUICK TIP Someone else from your organization may have already have an account. Look to see if your organization is listed before signing up.

3 Using the left navigation, click the needs tab. This is where you will create and edit your needs. For Day of Action a Need = a Volunteer Project.

QUICK TIP Here is [more information](#) on how to add a need from VolunteerMT.org.

4 Begin filling out each field with the information for your volunteer project. Status should be active. Create a brief title and description that describes what your project is. Be sure to mark it public. Choose your agency. Then GREATER GALLATIN UNITED WAY DAY OF ACTION for the initiative.

QUICK TIP Don't forget to make your project fun and attractive to potential volunteers. Let them know the impact it will have. Include special skills or materials that may be needed to complete it.



HOW TO REGISTER CON'T

5 Continue to fill out the need fields. For duration, select “Happens on.” Need date should be 06/27/2025. Registration deadline is 06/20/2025. The rest of the fields are up to you to complete in a way that will best fill your volunteer project.

QUICK TIP The capacity is how many volunteers you want for each volunteer project. If you have multiple projects, create a need for each one.

6 Click “CREATE NEED.” And that is it, your need is now posted and ready for volunteers to begin signing up.

QUICK TIP Go back to the Day of Action Initiative page and double check that your need is showing up and review the details if needed.

7 Go back into the needs page and you will find a direct link in the upper right corner. Share this need on your social media and marketing efforts to show how our community can support your mission.

QUICK TIP Need some additional help navigating VolunteerMT.org as an agency manager? [Check out this article.](#)

8 If you have any questions or need help along the way, please reach out to the GGUW team at admin@greatergallatinunitedway.org or call 406-587-2194. We are happy to help and excited for you to join us for Day of Action!

This screenshot shows the 'Create Need' form. Three fields are highlighted with red circles: 'Happens On' (set to 06/27/2024), 'Need Date' (set to 06/21/2024), and 'Registration Closed Date' (set to 05/21/2024). Other visible fields include Duration, Capacity, Hours, Hours Description, Allow Team Registration?, Minimum Age, Maximum Age, and Family Friendly?.

This screenshot shows the 'Update Need' form. Fields include Country (United States), Interests & Abilities (Select Interests), Tags (Add), Additional Notification Recipient(s) (On), Designate a Site Supervisor (Off), Comments, and Clickwrap Waiver (Choose File). At the bottom, there is a 'CREATE NEED' button and a 'CANCEL' button.

This screenshot shows the 'Update Need' page. A red circle highlights the 'NEED LINK' field, which contains the URL <http://www.volunteermt.org>. Other fields visible include Status (Active) and Title (Day of Action Hub Event Volunteers).

IMPORTANT DATES



Pre-Event Planning

- DECEMBER 15th:** Save-the-Date and Information for 2025 event sent to nonprofits.
- FEBRUARY 1st:** Day of Action interest form available online.
- FEBRUARY 15TH:** Volunteer Project registration opens on VolunteerMT.org
- FEBRUARY 27TH:** Day of Action Kick-off meeting.
- MARCH 1ST:** Early promotion begins – Hosts/volunteer projects will be highlighted on GGUW and VolunteerMT social.
- MARCH 1 - JUNE 15TH:** Confirmations and welcome kit sent to participating nonprofits.
- APRIL 21ST:** Day of Action Q & A session for all participants.
- APRIL 1ST:** Day of Action Event vendor applications open.
- APRIL 17TH:** Save-the-date goes out. Promotional push for volunteers.
- MAY 5TH:** Day of Action Q & A session.
- MAY 8TH:** Vendor applications for Day of Action events close.
- MAY 29TH:** Nonprofit Walk in Downtown Bozeman
- JUNE 1ST - 15TH:** Promotional push – highlight projects, events, and encourage community participation.
- JUNE 15TH:** Deadline for hosts to submit volunteer projects and opportunities.
- JUNE 20TH:** Deadline for volunteers to sign up for specific projects/opportunities.
- JUNE 24TH:** Nonprofits must submit final volunteer lists and details for their events.
- JUNE 20TH:** Day of Action packet pick-up at GGUW office.
- JUNE 20TH:** Nonprofits and Project Hosts send reminder email to their volunteers with details of the day.
- JUNE 25TH:** Final email from GGUW to all participants with reminders and event details sent.

Post-Event

- JUNE 27TH - JULY 3:** Nonprofits and volunteers share photos and stories from the Day of Action.
- JUNE 30TH:** Follow-up surveys sent to volunteers and nonprofits for feedback.
- JULY 1ST:** Thank-you emails sent to all participants, sponsors, and volunteers.
- JULY 18TH:** GGUW will post Day of Action Impact Report.
- YEAR-ROUND:** Continue to celebrate and acknowledge the impact of the Day of Action through newsletters, social media, and community events.

RESOURCES

MARKETING TOOL KIT

- Official Day of Action Logo and Branding Guidelines
- Key Messages and Talking Points
- Press Release Templates
- Social Media Graphics and Sample Posts
- Sample Newsletter or Email Content
- Printable signage, postcards and posters

DAY OF ACTION VOLUNTEER HOST IDEAS

- Community Clean-up Initiatives
- Gardening, Cleaning and Beautification Projects
- Food and Clothing Drives
- Skill-Based Volunteer Opportunities
- Collaborative Art Projects

VOLUNTEER FORMS + RESOURCES

- Liability Waivers
- Volunteer Code of Conduct
- Emergency Contact Information Template
- FAQ Sheet for Volunteers
- Volunteer Appreciation Certificates or Recognition Materials

DAY OF ACTION EVENT INFORMATION

- Location and Map of Events
- Schedule of Activities
- Vendor Sign-up and Information
- List of Participating Nonprofits, Partners, and Projects
- Information Tables, Extra Packet Pick-ups, and Resources
- Event Sponsor Information
- Packet Pick-up