

# United Way of Greater Chattanooga

## Fall Day of Caring 2026 Project Submission

**Nonprofit Partners,**

We are thrilled to be preparing for **FALL DOC 2026!**

The deadline to have your project(s) submitted is **July 16th, 2026**. Please note there is a **mandatory meeting** for all participating nonprofits on **September 10th @ 9:00am** at the United Way of Greater Chattanooga office.

**Please note the following requirements:**

- You are responsible for providing volunteers with plenty of water throughout the day.
- Half-day projects are encouraged. Projects longer than 3 hours require lunch to be provided (please state this in your project description).
- Provide all necessary tools and materials for your project.
- A representative from your agency must be present throughout the project.
- Some projects are strategically selected—**do not change the project the day of**. If weather is a concern, include an inclement weather backup in your description.
- If there are **any changes** (start time, description, food), copy **emoryevans@uwchatt.org** in communications with volunteer teams.
- Take a photo of your sign-in sheets and email them to **emoryevans@uwchatt.org**.

To submit a project, your agency must have an active profile in iHelp Chattanooga. Unsure if your agency has access? Contact **volunteering@uwchatt.org** and we will assist you.

**\*\* Scroll down to view checklist for project submission\*\***

# Fall Day of Caring 2026 – Project Submission Checklist

## Login & Navigation

- Log in to [www.ihelpchattanooga.org](http://www.ihelpchattanooga.org) using your individual profile
- Click 'My Agency'
- Select the 'Needs' tab
- Click 'Add New Need'

## Project Details

- Correct title format used - 2026 Fall DOC- Organization Name- Project Title
- Complete project description entered
- Parking, lifting level, attire, and tools included
- Water bottle & sunscreen reminders added
- Separate need created for each project
- Interest & Ability selected

## Supervision

- Site Supervisor designated
- Supervisor contact information entered

## Date, Time & Capacity

- Project date set to 9/18/2026
- Registration close date set to 8/24/2026
- Volunteer capacity entered
- Total hours entered
- Specific hours listed

## Project Type & Location

- Marked as non-virtual
- Team registration enabled
- Project address entered

## Visibility & Options

- Project marked Private
- Minimum age entered
- Accessibility attributes selected
- Inclement weather plan provided if applicable

## Extras

- Notes added in Attributes
- Additional notification recipients added
- Waiver uploaded if required