



UNITED  
**car**ing  
SERVICES

*Community of Caring*

**Thank You!** Thank you for your interest in making a difference in the lives of people who are homeless, hungry, and hurting in our community. Our mission, based on values of compassion, dignity, integrity, and love, is to provide the essential services people need to service so they can thrive with stability, happiness, and hope.



**ONE TIME OPPORTUNITIES**

**DAILY OPPORTUNITIES**

**MONTHLY OPPORTUNITIES**

**OPPORTUNITIES for INDIVIDUALS**

**OPPORTUNITIES for SMALL GROUPS**

**OPPORTUNITIES for LARGE GROUPS**

**MAJOR PROJECTS**

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### **GUEST SERVICES – Day Shelter Desk/Laundry Attendant**

To have a volunteer help check in guests, distribute hygiene items, help guests properly utilize laundry services, and fill clothing orders would greatly benefit staff and guests.

- Skills: Organizing, Sorting, Compassionate, Communication, Positive Attitude
- Volunteers: 1 (at a time)
- Hours: 2-4
- Frequency: Daily/Weekly (9am – 4pm) (whenever possible)
- Location: Day Shelter
- Estimated Supplies/Expense: N/A

### **GUEST SERVICES – Men’s Night Shelter Check-in**

As guests arrive at the shelter for the evening, it would benefit staff and guests to have a volunteer assist with check-ins and clothing/hygiene item distribution, so additional case management and other specific program goals can occur by staff to benefit guests.

- Skills: Organized, Compassionate, Communication, Positive
- Volunteers: 1 (at a time)
- Hours: 1-2; per Program Coordinator
- Frequency: Weekly/Daily (starting at 6:45pm)
- Location: Men’s Night Shelter
- Estimated Supplies/Expense: N/A

### **GUEST SERVICES – Women’s Night Shelter Check-in**

As guests arrive at the shelter for the evening, it would benefit staff and guests to have a volunteers assist with check-ins and clothing/hygiene item distribution, so additional case management and other specific program goals can occur by staff to benefit guests.

- Skills: Organized, Compassionate, Communication, Positive Attitude
- Volunteers: 1 (at a time)
- Hours: 1-2; per Program Coordinator
- Frequency: Weekly/Daily (starting at 5:00pm)
- Location: Women’s Night Shelter
- Estimated Supplies/Expense: N/A

### **GUEST SERVICES – Men’s and Women’s haircuts**

A great joy for our guests is having their hair cut.

- Skills: Hair Stylist, Compassionate, Communication, Positive Attitude
- Volunteers: 1-2 (at a time)
- Hours: 2-4
- Frequency: Monthly
- Location: Day Shelter, Men’s or Women’s Night Shelter
- Estimated Supplies/Expense: N/A

### **GUEST SERVICES – Listener/Mentor/Encourager**

Our guests have stories to tell and, like most people, seek an audience to listen. Having a kind ear, who listens and not simply jumps to solve a problem is valuable. Volunteers with skills to share to help guests get their GED, learn to sew, play cards and so forth enable dignity and respect to growth from within.

- Skills: Good Listener, Compassionate, Communication, Positive Attitude, Special Talent
- Volunteers: 1-2 (at a time)
- Hours: 2-4
- Frequency: Weekly/Monthly
- Location: Day Shelter, Men's or Women's Night Shelter
- Estimated Supplies/Expense: N/A

### **CLEANING -- Clean Empty Apartment(s)**

Help ensure apartments are clean and ready for new tenants so they can continue a journey of stability and success. You can help by cleaning floors, walls, bathrooms, cabinets, and appliances.

- Skills: Cleaning, Attention to Detail and Values Health
- Volunteers: 2-3
- Hours: 2-3
- Frequency: One Time/Monthly
- Location: Apartments
- Supplies: Household cleaners, mop, bucket, rubber gloves, sponge, rag, paper towels.
- Estimated Expense: \$25

### **CLEANING – Clean and Empty Day Shelter ‘Annex’**

Help UCS continue to use the ‘Annex’ for the needs of our guests by removing current contents, then clean and organize the few remaining items in the space. We are exploring this space as a Crisis Stabilization Unit, an expansion upon our Medical Respite Program, for those experiencing a substance use or mental health issues with the goal of both jail and ED diversion.

- Skills: Organizing, Sorting, Cleaning, Moving, and Lifting.
- Volunteers: 5-6
- Hours: 4-5
- Frequency: One Time
- Location: Day Shelter ‘Annex’
- Supplies: Boxes, 2-Wheel Dolly, Furniture Mover, Truck and Trailer
- Estimated Expense: None

### **CLEANING – Deep Clean Day Shelter Kitchen Stove/Oven**

Help keep the kitchen and appliances clean.

- Skills: Organizing, Sorting, Cleaning, Moving, and Disposal.
- Volunteers: 2 (at a time over time)
- Hours: 2-4
- Frequency: One Time/Monthly
- Location: Day Shelter Kitchen
- Supplies: Regular cleaner and special deep grease cleaner.
- Estimated Expense: Minimal

### **CLEANING – Remove/Discard Old Equipment/Appliances from Storage**

Help UCS stay organized and less cluttered so we can receive new donations and focus more on meeting the needs of others.

- Skills: Lifting, Pushing, Pulling, Moving, and Driving.
- Volunteers: 5-6
- Hours: 5-6
- Frequency: One Time
- Location: Main Building Basement
- Supplies: 2-Wheel Dolly, Furniture Mover, Straps, Truck and Trailer
- Estimated Expense: None

### **ORGANIZE – Organize/Clean Men’s Night Shelter Storage**

Help keep the storage room clean, organized, more functional and better able to meet the program and guests’ needs.

- Skills: Organizing, Sorting, Cleaning, Moving, and Disposal.
- Volunteers: 2-3
- Hours: 2-4
- Frequency: One Time/As Needed
- Location: Men’s Night Shelter
- Supplies: Rubber Gloves, Cleaning Supplies, Boxes, and Trash Bags.
- Estimated Expense: Minimal/None

### **ORGANIZE – Organize/Clean Ruth’s House**

Help keep the intake area, clothing and donation room, Enrichment Center and/or pantry clean, organized, more functional and better able to help the program and guests’ needs. Keeping supplies up to date and organized.

- Skills: Organizing, Sorting, Cleaning, Moving, and Disposal.
- Volunteers: 2-4
- Hours: 2-4
- Frequency: One Time/Monthly
- Location: Ruth’s House
- Supplies: Gloves, Cleaning Supplies, Boxes, and Trash Bags.
- Estimated Expense: Minimal/None

### **ORGANIZE – Organize/Inventory Donation Basement**

Help keep the UCS basement clean, up to date, organized and inventoried, so guests always are sure to get their needs met and those who donate can be assured their donations are being well-used. We need to take inventory at least once a year for our audit.

- Skills: Organizing, Sorting, Inventory, Simple Math, Cleaning, Moving, and Disposal.
- Volunteers: 2-12
- Hours: 2-8
- Frequency: Monthly/As Needed
- Location: Day Shelter
- Supplies: Bags, Boxes, Pens/pencils/ paper, clip boards
- Estimated Expense: None

### **ORGANIZE – Organize/Clean Day Shelter Walk-in Cooler**

Help keep the walk-in cooler and shelves clean, organized for guests, volunteers, and staff and help us stay up to code with the Health Department inspectors.

- Skills: Organizing, Sorting, Cleaning, Moving, and Disposal.
- Volunteers: 2-3
- Hours: 2-4
- Frequency: Monthly/As Needed
- Location: Day Shelter
- Supplies: Household cleaners, rubber gloves, sponge, rag, paper towels
- Estimated Expense: Minimal/None

### **PAINTING – Paint Empty Apartment(s)**

Help ensure apartments are fresh, nice, and welcoming for new tenants so they can continue a journey of stability and success. You can do this by painting walls, trims, and windows and by taping to protect border/edges and using drop cloths.

- Skills: Painting, Creativity, Attention to Detail and Dignity
- Volunteers: 2-3
- Hours: 2-3
- Frequency: As Needed
- Location: Apartments
- Supplies: Painters tape, drop cloths, paint, rollers, handles, brushes, stir sticks, paper towels.
- Estimated Expense: \$50

### **PAINTING – Paint Men’s Night Shelter Office**

Help keep the night shelter looking clean and dignified. Paint the office walls (exterior and interior) and trim to make the space more attractive.

- Skills: Cleaning, Painting, Moving Objects, Attention to Detail
- Volunteers: 2-3
- Hours: 2-4
- Frequency: One Time
- Location: Men’s Night Shelter
- Supplies: Painters tape, drop cloths, paint, rollers, handles, brushes, stir sticks, paper towels.
- Estimated Expense: \$30

### **PAINTING – Paint Men’s Night Shelter Entrance/Stairs**

Help keep the interior entrance to the men’s night shelter looking clean and dignified. Paint the hallway and stairwell walls to make the space more attractive.

- Skills: Cleaning, Painting, Attention to Detail
- Volunteers: 2-4
- Hours: 2-4
- Frequency: One Time
- Location: Men’s Night Shelter
- Supplies: Painters tape, drop cloths, paint, rollers, handles, brushes, stir sticks, paper towels.
- Estimated Expense: \$30

### **PAINTING – Clean/Paint Exterior Rear Patio Furniture at Ruth’s House**

Help improve the image and appeal of Ruth’s House patio area for guests. The better UCS looks the more positive the attention for those we serve and the higher their morale.

- Skills: Cleaning/Painting
- Volunteers: 1-2
- Hours: 2-3
- Frequency: One Time/Yearly
- Location: Ruth’s House
- Supplies: Bucket, Cleaner, Spray paint, Drop cloths
- Estimated Expense: \$20

### **REPAIR -- Repair Empty Apartment(s)**

Help ensure apartments and appliances are in good repair and ready for new tenants so they can continue a journey of stability and success. You can help by patching walls, fixing doors/appliances, repairing/replacing plumbing, etc. (Needs may vary per apartment)

- Skills: Repair, Maintenance, Mechanical, Attention to Detail and Quality
- Volunteers: 2-3
- Hours: 2-3
- Frequency: As Needed
- Location: Apartments
- Supplies: Household cleaners, mop, bucket, rubber gloves, sponge, rag, paper towels.
- Estimated Expense: \$25

### **REPAIR – Repair/Replace Floor Tiles in Day Shelter**

Help ensure people who are homeless, hungry, and hurting have a safe and dignified place to receive essential, emergency services so they can survive and thrive.

- Skills: Repair, Maintenance, Scraping, Gluing, Laying Floor Tiles, Attention to Detail and Safety.
- Volunteers: 2-4
- Hours: 4-5 (After 6:00pm)
- Frequency: One Time
- Location: Day Shelter
- Supplies: Tiles and Adhesive
- Estimated Expense: TBD

### **LANDSCAPING – Redo Planters by Parking Lot**

Help improve the exterior image and curb appeal of UCS allowing us to better advocate for, empower, and help those in needs. The better UCS looks the more positive the attention for those we serve and the higher their morale

- Skills: Landscaping, Trimming Bushes, Replace Weed Barrier, and Mulching.
- Volunteers: 6-8
- Hours: 5-6
- Frequency: One Time/Yearly
- Location: Main Building Basement
- Supplies: Mulch, Weed Barrier, Gloves, Trimmers and Pruners
- Estimated Expense: Minimal/TBD

### **GARDENING – Ruth’s House**

There are four (4) raised beds at Ruth’s House. These beds are now all within a fenced in area, safe from passersby, and covered by security cameras. Find a team, bring your family, claim a raised bed, and grow fresh vegetables with/for UCS guests and the neighborhood.

- Skills: Gardening, Leading, Teaching, Organizing and Encouraging
- Volunteers: 2-6
- Hours: 3-6
- Frequency: Weekly (as Needed)
- Location: Ruth’s House
- Supplies: Plants, Seeds, Gloves
- Estimated Expense: TBD

### **LANDSCAPING – Ruth’s House**

Help maintain and improve the image and appeal of Ruth’s House patio area for guests. The better UCS looks, the better the neighborhood looks and feels, the more positive the attention for those we serve and the higher their morale.

- Skills: Landscaping, Trimming Bushes, Replace Weed Barrier, Weeding and Mulching.
- Volunteers: 2-6
- Hours: 3-6
- Frequency: One Time/Quarterly
- Location: Ruth’s House
- Supplies: Mulch, Gloves Weed Barrier, Trimmers and Pruners
- Estimated Expense: Minimal/TBD

### **MEAL SERVICE – Day Shelter**

Help prepare and serve meals for 150 guests a day (3 meals at DS), make sack lunches, create casserole committee, organize donation drives.

- Skills: Cooking, Planning, Communication, Positive Attitude.
- Volunteers: 4-7
- Hours: 2.5; per meal/needs
- Frequency: Daily/Weekly/Monthly; per Program Coordinator
- Location: 324 NW 6<sup>th</sup> Street
- Supplies: As needed, supplied by volunteer or UCS

### **MEAL SERVICE – Ruth’s House**

Help prepare and serve an evening meal at RH, make sack lunches, create casserole committee, and/or organize donation drives.

- Skills: Cooking, Planning, Communication, Positive Attitude.
- Volunteers: 2-4
- Hours: 2; per schedule/needs
- Frequency: Daily/Weekly/Monthly; per Program Coordinator
- Location: 321 East Walnut Street
- Supplies: As needed, supplied by volunteer or UCS



### **ADMINISTRATIVE OFFICE – Reception**

Help answer phones, greet visitors and data entry (if willing/able) to support administrative efforts.

- Skills: Communication, Organization, Message Taking, Writing, Data Entry
- Volunteers: 1 (at a time)
- Hours: 2-4
- Frequency: Weekly
- Location: Administrative Offices
- Supplies/Expense: N/A
- Call: 812.422.0297

### **ADMINISTRATIVE OFFICE – Mass Mailings**

Help prepare mass mailings to contact and thank UCS supporters.

- Skills: Organization, Assembly Line, Folding, Stuffing, Stamping, Having Fun
- Volunteers: 4-8 (at a time)
- Hours: 3-6
- Frequency: Quarterly
- Location: Administrative Offices
- Supplies/Expense: N/A
- Call: 812.422.0297

## **MAJOR PROJECT**

### **REPLACE FLOOR: Day Shelter**

There is a major need to replace UCS day shelter tile floor. For the safety of nearly 200 guests, staff, and volunteers every day. Many parts of the floor are crumbling, in some part due to the wear and tear of White Flag set up/take down. Weekly patches no longer work. The floor needs to be removed and replaced.

- Skills: Floor Tile
- Skilled Labor/Volunteers: Unknown
- Location: UCS Main Building
- Supplies: 3,000 Sq Feet of tile.
- Estimated Expense: \$50,000

## **MAJOR PROJECT**

### **REPLACE WINDOWS/DOORS: Apartments, Day Shelter and Men's Night Shelter**

There is a major need to replace UCS Main Building Windows. For the safety and security needs of guests and the energy efficiency and inspection needs of our permanent housing opportunities for people experiencing homelessness, the current apartment windows, especially those that are falling apart right now, need to be removed and replaced.

- Skills: Window Installation, Carpentry.
- Skilled Labor/Volunteers: Unknown
- Location: UCS Main Building
- Supplies: 39 New Windows (Varying Sizes)
- Estimated Expense: \$45,000

## **MAJOR PROJECT**

### **REPAIR/RENOVATE Day Shelter Public Restroom**

There is a major need to repair/renovate the public restroom in the day shelter to more commercial/industrial standard above the current residential-ish level. The shower is a current major concern due to leaks and the routine cost of repair due to clogs and mistreatment. UCS provides one of the only public restroom and shower facilities in downtown Evansville. We can and should do better.

- Skills: Flooring, Electrician, Plumber, Maintenance, Mechanic
- Frequency: One Time
- Location: UCS Main Building
- Estimated Expense: \$50,000

## **MAJOR PROJECT**

### **RENOVATE Day Shelter 'Annex'**

We wish to convert the 'Annex' into a Crisis Stabilization Unit (better name TBD) to stabilize, serve and divert from jail and ER those with substance use and mental health issues.

- Location: UCS Main Building
- Estimated Expense: \$200,000