

Form Due: May 13, 2016

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Fax: 815.748.5142

AGENCY PROJECT APPLICATION

1. Projects must be an average of 2 - 4 hours, and must be able to be completed within that time frame.
2. A representative from your agency/organization must be present while work is being completed.
3. Volunteers are not allowed to enter private residence without permission or go on roofs/ladders for safety/liability reasons.
4. Multiple agency projects are accepted. Please complete a separate application for each project you wish to host.

Agency Name:			
Mailing Address:			
Contact Person:			
E-mail:			
Phone:		Fax:	

1. Project description (Be as specific as possible.):

2. Project address:

3. Is your project site accessible to persons with disabilities? Yes No

4. Preferred project start time and end time of this project:

NOTE: 9:00 am or 1:00 pm are suggested start times. Other times can be facilitated upon request.

Bottled drinking water will be provided by KUW for volunteers.

5. Are you planning to provide snacks/beverages at your project site? Yes No

My project is during the lunch hour. I WILL provide lunch for my volunteers (required). I understand

6. Agency representative (name & mobile number) who will be **on-site** for duration of this project:

7. List all volunteer skill(s) needed to complete this project:

8. Indicate the level of physical intensity of this project: Low Medium High

9. List all of the materials your agency/organization will provide to complete this project:

NOTE: Your agency is responsible for supplying all materials for volunteers.

10. Estimated number of hours needed to complete this project:

11. Number of volunteers needed to complete this project: _____ Minimum # _____ Maximum #

I understand that submitting this application does not guarantee that the project will be staffed. Yes No

My agency is interested in benefitting from an item drive hosted by a Day of Caring volunteer team? Yes No

We are interested in: Paper Products Art Supplies Canned goods & snacks (Check all that apply.)