



21st Annual Day of Caring Thursday, May 18, 2017

Project Application

Please complete a separate application for each project.

BASIC INFORMATION

Agency Name:

Location Address of Project:

Project Contact Name:

Project Contact Phone:

Project Contact Fax:

Project Contact Email:

SCHEDULING INFORMATION

How many hours do you estimate your project will take?

How many volunteers do you estimate your project will require?

If 4 hours or less, do you prefer volunteers complete the project in the morning or afternoon?

ON A SEPARATE SHEET, EXPLAIN YOUR PROPOSED PROJECT TO INCLUDE:

- Detailed description of the project
- Why the project is beneficial for both the volunteer and the agency
- Detailed description of volunteer tasks to be completed
- Special skills required for the project
- Plans for bad weather
- Materials (The primary responsibility for securing supplies rests with the agency. In some cases, volunteers assigned to your project(s) may own equipment (e.g. paint brushes, gloves, brooms, etc.) that they could supply.

Does your agency have liability insurance that will cover volunteers?

Can your agency email before and after pictures to the United Way?
(We would like to share the pictures on our Facebook, Twitter and website)

Please return completed application *no later than Monday, April 3, 2017*

Fax to 502-875-8300 or scan and email to uwoffice44@gmail.com

If you have questions, please contact
the United Way of Franklin County office at 502-875-1675