

**United Way Community Work Day
Project Application Form
Due By July 13, 2018**

1. Project description (provide as many details as possible): _____

2. Organization Name: _____

Contact person(s) Name: _____ **Phone:** _____

Email address: _____

Mailing Address: _____

Name: _____ **Phone:** _____

Email address: _____

3. Number of volunteers needed to complete project? _____

4. Are there any special skills required? Yes _____ No _____

If yes, please describe: _____

5. Will your project require any prerequisites of your volunteers? (i.e. driver's license, background check, security screening, etc.). Yes _____ No _____

If yes, please give specifics: _____

6. Is there a minimum age requirement to participate in this project for safety reasons?
(Note: many volunteer groups include teens and/or younger children. Be as liberal here as is reasonably safe.)
Yes _____ **No** _____

If yes, what is the minimum age? _____

7. Please estimate the time needed from volunteers to complete your project:

Full day (8hrs) _____ **Half day (4hrs)** _____ **Other** _____

8. You will need someone who is knowledgeable of this project and can provide instruction to volunteers and supervise this project on the event day. Please list the project Supervisor's name, contact number and email address.

Name: _____ **Phone:** _____
Email address: _____

Name: _____ **Phone:** _____
Email address: _____

9. List ALL materials (including tools and quantity) needed to complete project: _____

10. Do you need assistance in obtaining certain materials for this project? (It is our intent to provide volunteer labor, not materials to complete projects. It is possible however, that some materials, such as paint, may be supplied by community partners).

Yes _____ **No** _____

If yes, list materials that you require assistance obtaining: _____

RETURN COMPLETED FORMS BY JULY 13, 2018 TO:
United Way of Reno County
P.O. Box 2230, Hutchinson KS, 67504-2230
Or Fax to (620) 669-9320 Or email lgleason@unitedwayofrenocounty.org