



## Gwinnett Great Days of Service

Project Application - October 20-21, 2017

**Submission Deadline: August 25, 2017**

Please submit completed application to: [suzy@gwinnettcoalition.org](mailto:suzy@gwinnettcoalition.org)

750 S. Perry Street, Ste 312, Lawrenceville, GA 30046 · 770-995-3339 · Fax 770-995-1932

Please note that a submitted project application does not necessarily guarantee its completion. Projects **MUST BE** impactful and designed to be completed within 3-4 hours. All projects will be reviewed before acceptance.

### ORGANIZATION INFORMATION

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

What is the mission of your organization?:

What is the population served by this organization?:

What programs or services do you offer?:

## PROJECT LOCATION

Project Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Project Phone \_\_\_\_\_ Project Fax \_\_\_\_\_  
Project Leader Name \_\_\_\_\_  
Leader Phone \_\_\_\_\_ Leader Cell \_\_\_\_\_  
Leader Email \_\_\_\_\_  
Alternative Project Leader Name \_\_\_\_\_  
Alternative Cell \_\_\_\_\_ Email \_\_\_\_\_

Does the project have restrooms that are readily available for volunteers to use?  Yes  No

Is this project location wheelchair accessible? (ramp/doorways wide enough for access)  Yes  No

Does this location have wheelchair accessible restroom with grab bars?  Yes  No

Is there well-stock first aid kit on site?  Yes  No

Where is first aid located? \_\_\_\_\_

Nearest Hospital \_\_\_\_\_

How will this sustainable project contribute to on-going volunteer opportunities within your organization?  
Please describe:

## PROJECT INFORMATION

PLEASE LIST AND DESCRIBE TASKS ASSOCIATED WITH YOUR PROPOSED PROJECT IN AS MUCH DETAIL AS POSSIBLE BELOW, including number of volunteers for each project i.e. landscaping as one project, painting as one project, cleaning as one project, building...etc.

Project Day (check one only):

Friday, October 20 - 9 am - 1 pm

Saturday, October 21 - 9 am - 1 pm

Project Information Example

Description of project (Example):

| Task: Painting Community Room | Volunteers Needed |
|-------------------------------|-------------------|
|-------------------------------|-------------------|

|                        |    |
|------------------------|----|
| 1. Prep room, cleaning | 3  |
| 2. Painting            | 5  |
| 3. Clean up            | 2  |
| Total                  | 10 |

Supplies & Tools Needed (Example):

| Supplies & Tools | Quantities |
|------------------|------------|
|------------------|------------|

|                         |              |
|-------------------------|--------------|
| Rolls of painter's tape | 2 rolls      |
| Paint                   | 4 x 1 gallon |
| Trash bags              | 5            |
| Brushes                 | 8            |
| Drop cloths             | 2            |

Description of project:\*

| Task: | Volunteers Needed |
|-------|-------------------|
|-------|-------------------|

Supplies & Tools Needed:\*

| Supplies & Tools | Quantities |
|------------------|------------|
|------------------|------------|

\* These items will be reviewed at the training session

## PROJECT INFORMATION - Continued

Please answer the following questions:

1. Number of volunteers needed for the project besides the ones you will provide: \_\_\_\_\_
2. Number of volunteers will you provide (Must provide at least 2-5 volunteers)? \_\_\_\_\_ Total: \_\_\_\_\_
3. What is the minimum volunteer age requirement with adult supervision? \_\_\_\_\_
4. Is this project suitable for youth?  Yes  No Ages: \_\_\_\_\_
5. Are court ordered volunteers permitted to serve?  Yes  No
6. Can the project be completed in the event of rain?  Yes  No
7. Estimate total cost of materials needed for the project (excluding tools): \_\_\_\_\_
8. If funds are needed for your project, **GDOS may only provide UP TO \$150** for the purchase of materials/supplies. If funds are not sufficient to purchase all needed materials, can you provide the remainder?  Yes  No

## AGENCY AGREEMENT - Great Days of Service 2017

I (name of Project Leader) \_\_\_\_\_ agree to provide pre-planning, preparation and oversight to the Great Days of Service project at (Agency's name) \_\_\_\_\_ on (date) \_\_\_\_\_.

### I agree to provide and complete the following: (check ALL boxes)

- Complete the required Project Leader training.
- Provide water for volunteers on the day of the project (and where possible a light snack/refreshments for the volunteers). Snacks:  Yes  No Lunch:  Yes  No
- Provide any relevant supplies - i.e. tools, cleaning supplies, etc NOT SUPPLIED by Great Days of Service
- Ensure that all project supplies (including water/snacks) are ready for the project on the day of the project (arrange collection or delivery if necessary - this includes tools and/or landscaping supplies).
- Provide any necessary safety equipment for the volunteers to complete the project. (i.e. eye protection, ear protection, gloves, safety vest)**
- Be there for set up and take down of project (recruit needed volunteers to assist with this if necessary).
- Collect all t-shirts, sign in sheets, etc from the Gwinnett Coalition before the day of the project.
- Return all sign-in information/documentation/receipts to the Gwinnett Coalition **immediately after the event.** Items can be mailed to Suzy Bus at the Gwinnett Coalition.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed application to Suzy Bus at the Gwinnett Coalition.

[suzy@gwinnettcoalition.org](mailto:suzy@gwinnettcoalition.org) Fax: 770-995-1832

750 S. Perry Street, Suite 312, Lawrenceville, GA 30046

**Please Plan Accordingly - Thank you!**



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Gwinnett Great Days of Service is a program of the Gwinnett Coalition for Health and Human Services. The Coalition is nonprofit organization dedicated to addressing the health and human service needs of everyone in Gwinnett County, Georgia. To find out more about the Gwinnett Coalition for Health and Human Services, visit:

[www.gwinnettcoalition.org](http://www.gwinnettcoalition.org)