

GWINNETT GREAT DAYS OF SERVICE

September 30 - October 1, 2011

www.gwinnettgreatdaysofservice.org

750 S. Perry Street, Ste 312, Lawrenceville GA 30046 • Phone 770-995-3339 • Fax 770-995-1832

AGENCY INFORMATION

Agency Name _____

Agency Address _____

Street

City

State

Zip

Office Phone _____ **Fax** _____

Email _____

Website _____

What is the agency's mission?

Describe the population served by this agency

Describe the agency's programs/services

PROJECT INFORMATION

Project Phone # _____ **Project Fax** _____

Project Leader Name _____

Office **Phone** _____ **Cell Phone** _____

Email Address _____

Driving Directions – from a major landmark

CHECK WHICH DATE APPLIES

Friday, September 30, 2011 **9.00 am – 1 pm** Yes No Alternative time _____

Saturday, October 1, 2011 **9.00 am – 1 pm** Yes No Alternative time _____

What is the minimum volunteer age requirement, assuming an adult (parent, group leader, etc) is present to supervise? _____

Is this a project suitable for youth? Yes No What ages? _____

Are court-ordered volunteers permitted to serve? Yes No

Can all project tasks be completed in the event of rain? Yes No

If not, what is the date & time of the make-up project? _____

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

Is the project site wheelchair accessible (indicated by the presence of a ramp entrance, doorways that are wide enough for wheelchairs to pass through, and a wheelchair accessible bathroom that has grab bars?) Yes No

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

Where is it located? _____ Nearest Hospital _____

Estimated budget for proposed project _____

PROJECT INFORMATION - continued

PLEASE LIST AND DESCRIBE YOUR PROJECT(S) IN DETAIL BELOW including numbers of volunteers for each project i.e. landscaping as one project, painting as one project, cleaning as one project, building...etc

USE A SECOND SHEET IF YOU HAVE MORE PROJECTS

i.e. Cleaning main office – need 5 volunteers to wash floors and all woodwork, windows and doors. We can bring mops (2), plastic gloves (10 pairs), rags and cleaning products. We will need cleaning products – i.e. bleach, detergent, etc Wearing old clothes recommended.

Project 1	Description (give details)	Tools & Materials (Quantities)	Special Skills & Nos of Volunteers

Project 2	Description (give details)	Tools & Materials (Quantities)	Special Skills & Nos of Volunteers

Project 3	Description	Tools & Materials (Quantities)	Special Skills & Nos of Volunteers

AGENCY AGREEMENT

GWINNETT GREAT DAYS OF SERVICE - September 30 - October 1, 2011

I (name of Project Leader) _____

agree to provide oversight to the Great Days of Service project at (Agency's name)

_____ on (date) _____.

I agree to provide and complete the following:

- Provide water for volunteers on the day of the project (and where possible a light snack/refreshments for the volunteers) – if you are unable to provide snacks, please let your volunteers know before the work day
- Provide any relevant supplies - i.e. tools, cleaning supplies etc
- Determine and complete the supplies list for my project working with the Project Coordinator of my area (incomplete supplies list may delay processing this application)
- Ensure that all relevant project supplies (including water) are ready for the project *on the day of the project (arrange collection or delivery if relevant – this includes tools and/or landscaping supplies)*.
- Be there for set up and take down of project (recruit relevant volunteers to assist with this if necessary).
- Collect all relevant t-shirts, sign in sheets etc from the Gwinnett Coalition **before** the day of the project.
- Return all receipts to Project Coordinator after the event.
- Return all sign-in information/documentation/receipts immediately after the event.

Signed _____ Date _____

Please note that a submitted project application does not necessarily guarantee its completion. Projects are dependent on sufficient volunteers and supplies being available on the day of your project. ***PLEASE PLAN ACCORDINGLY!***