



GWINNETT COALITION
GREAT DAYS OF SERVICE
a program of the Gwinnett Coalition for Health & Human Services

October 19-20, 2018

in partnership with



Dear Gwinnett County Partner!

Thank you for your interest in being a project partner for the 2018 Gwinnett Great Days of Service (GDOS) being held Friday, October 19 and Saturday October 20. GDOS matches non-profit agency, schools, health organizations (and more!) projects with volunteer groups and individuals to provide the willing hands for project completion. In addition, your participation will also benefit your agency/organization through expanded exposure both in the community and to volunteers who may want to serve your organization in the future.

For 18 years, the community has gathered for two days in October. The Gwinnett Coalition for Health & Human Services has organized this event to share information and opportunities for local Gwinnett residents to learn about and know the many agencies and organizations the Gwinnett Coalition represents and supports. Last year 77 agencies and 100 schools were served by 52,000 volunteers who completed 440 projects. In addition, 49,000 food and personal care items were collected. It is an impressive event for all who participate.

In order to complete the information needed to organize this year's event, please see the project application that follows. **This year's application deadline is August 24, 2018.**

It will help you complete the application if you gather the following information:

- Your organization's basic information-name, address, contact information, website address, mission, population served and programs or services offered
- Details about the project(s) including a project description (designed to be completed in 3-4 hours), location of the project, project lead from your agency, number of volunteers needed, age appropriateness, accessibility, and supplies and tools needed as well as the estimated cost.

Projects must be impactful and designed to be completed within 3-4 hours. All projects will be reviewed before being accepted.

For your project to be considered, your agency/organization will need to designate a project leader who will provide pre-planning, preparation and oversight of the project and attend project leader training.

Your project organization will also be responsible to provide 2-5 volunteers for your project and all the essentials not provided by GDOS to ensure a safe and successful project (details provided on the project application).



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In addition, we ask that you promote GDOS and your project on your website and in social media channels. Please generate a note of thanks to all volunteers that participate with you!

The Gwinnett Coalition staff is available to answer your questions and assist you in the completion of this application. Please contact the Project Coordinator, Suzy Bus suzy@gwinnettcoalition.org or give her a call at 770-995-3339. She will be happy to help!

We look forward to receiving your application and your participation in 2018!

All the best,

Paige Havens

Paige Havens

Chair

Gwinnett Great Days of Service 2018



Gwinnett Coalition's Gwinnett Great Days of Service

Project Application - October 19-20, 2018

Submission Deadline: August 24, 2018

Please submit completed application to: suzy@gwinnettcoalition.org

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

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

ORGANIZATION INFORMATION

Name of Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

Contact _____ Email _____

Website _____

What is the mission of your organization?

What programs or services do you offer?

What kind of diversity is reflected in the population that you serve?



Like Us on Facebook! facebook.com/GwinnettGDOS

Gwinnett Great Days of Service is a program of the Gwinnett Coalition for Health and Human Services. The Gwinnett 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

This document was created in partnership with Rock Paper Scissors, LLC - Project Application



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-stocked first aid kit onsite? Yes No

Where is first aid located? _____

Nearest Hospital _____

Describe the project you want completed:

What purpose will this project serve?:

How does this project further your mission?:

Do you have resources to sustain these efforts after Great Days of Service?:

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 19 - 9 am - 1 pm

Saturday, October 20 - 9 am - 1 pm

Description of project (Example):

Task: Painting Community Room	Volunteers Needed
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1. Prep room, cleaning	3
2. Painting	5
3. Clean up	2
Total	10

Supplies & Tools Needed (Example):

Supplies & Tools	Quantities
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Rolls of painter's tape	2 rolls
Paint	4 x 1 gallon
Trash bags	5
Brushes	8
Drop cloths	2

Project Information Example

Description of project:*

Task:	Volunteers Needed
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Supplies & Tools Needed:*

Supplies & Tools	Quantities
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* These items will be reviewed at the training session

PROJECT INFORMATION - Continued

Please answer the following questions:

1. Number of volunteers will you provide (Must provide at least 2-5 volunteers)? _____ Total: _____
2. Number of volunteers needed for the project besides the ones you will provide: _____
3. Is this project suitable for youth? Yes No Ages: _____
4. What is the minimum volunteer age requirement (with adult supervision)? _____
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 be able to provide some resources** for the purchase of materials/ supplies. If funds are not available to purchase all needed materials, can you provide the remainder? Yes No
9. What focus area of the Coalition does your project most closely connect to? _____
10. Would you be interested in offering other service projects throughout the year if possible? Yes No

AGENCY AGREEMENT - Great Days of Service 2018

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.
- Market GDOS & your project on your website & social media channels
- Take before & after photos of the project site, as well as volunteers in action & share with the Gwinnett Coalition
- Generate a note of thanks to all volunteers

Signed: _____ Date: _____

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

suzy@gwinnettcoalition.org Fax: 770-995-1832

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

Please Plan Accordingly - Thank you!