

# 2016 COMMUNITY CARE DAY PROJECT REGISTRATION FORM

## AGENCY INFORMATION

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Contact t-shirt size (circle): S M L XL XXL XXXL

Agency/Organization Mission: \_\_\_\_\_

## PROJECT INFORMATION

Please submit a separate form for each project site.

Total number of projects for this agency/organization: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Project Phone: ( ) \_\_\_\_\_

Project Fax: ( ) \_\_\_\_\_

Estimated number of volunteers needed: \_\_\_\_\_

Project Description: \_\_\_\_\_

Will volunteers need to drive from agency to project site?

Yes \_\_\_ No \_\_\_

I have attached a map and/or specific directions to our agency and/or project site.

I have ample parking for volunteers.

Skills necessary to accomplish the project: \_\_\_\_\_

Supplies volunteers will need to bring (Please keep supplies limited and inexpensive): \_\_\_\_\_

Supplies or materials that you will provide (Remember that you may seek donations for materials): \_\_\_\_\_

Appropriate dress: \_\_\_\_\_

In case of rain, what indoor activities have you planned? (You **MUST** have a rain plan for project consideration.) \_\_\_\_\_

Describe the group that volunteers will be working with (e.g., agency staff, clients, neighborhood residents, other volunteers, other organizations). \_\_\_\_\_

## LUNCHESES (Circle One)

Project site will provide lunch for all volunteers.

Project site will not be able to provide lunch and would like volunteers to bring a sack lunch.

## OTHER

Does your agency have liability insurance that would include this event? \_\_\_ Yes \_\_\_ No

Are there any other issues we should be aware of? (i.e. confidentiality, etc.) \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE UNITED WAY OF FAIRFIELD COUNTY  
115 S. BROAD STREET, P.O. BOX 2299, LANCASTER, OH 43130  
QUESTIONS? PLEASE CALL US AT 740-653-0643  
THE FINAL DEADLINE FOR PROJECTS IS AUGUST 25th.