



Project # _____
Team # _____
Est # Volunteers _____
Est Time to Complete _____

# Day of Caring

Saturday May 17, 2008

## PROJECT REQUEST FORM

*Please complete this form and return to United Way no later than April 25, 2008 at 4:00 pm.*

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

EMAIL \_\_\_\_\_

CONTACT NAME & PHONE (IF DIFFERENT) \_\_\_\_\_

PLEASE DESCRIBE THE DETAILS OF THE PROJECT YOU WOULD LIKE TO HAVE DONE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST MATERIALS THAT YOU OR YOUR AGENCY WILL PROVIDE TO COMPLETE THIS PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE:

- A representative from the agency or residence must be present while work is being completed.
- Volunteers are not allowed to enter any private residence without permission or go onto any roof, for safety and liability reasons
- Materials must be provided for ALL volunteers. For example if you have 4 volunteers coming to paint a fence you must provide 4 scrapers, 4 paint brushes, 4 rollers, etc. If you do not have supplies, volunteers are not required to work on your project.
- Projects need to be an average of 4 hours and must be able to be completed within 4 hours.
- Completing this form does NOT guarantee volunteers will be available to complete your project.
- You will be notified by May 12th if your project will be completed.



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SIGN THE APPROPRIATE CONSENT BELOW:

**AGENCY EXECUTIVE DIRECTOR**

\_\_\_\_\_, Agency Executive Director, hereby authorizes and consents to allow volunteers participating in United Way's day of Caring Program to enter upon property owned by landowner, for the purpose of clean-up and restoration.

Signature: \_\_\_\_\_

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

**HOME OWNER**

\_\_\_\_\_, homeowner, hereby authorizes and consents to Day of Caring volunteers to enter upon property owned by landowner, for the purpose of clean-up and restoration.

Signature: \_\_\_\_\_

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

**RETURN THIS FORM BY SEPT 11TH TO:**

United Way of Mower County  
301 North Main Street  
PO Box 605  
Austin, MN 55912  
or fax to: 507 437-7392

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT UNITED WAY AT 437-2313