



2023 Agency Project Registration Form

DEADLINE FOR SUBMISSION: August 11, 2023

If your agency is submitting multiple projects, please register multiple times. DO NOT put several projects on one registration form.

The person who is registering a project should also be the project coordinator at the site on the Day of Caring. Please be sure to list the correct email and phone number of the person who will be at the project site on the Day of Caring. The person listed as the Project Coordinator will be contacted after the application closes and notified of the team that was assigned to complete the project.

Agency Name _____

Agency Address _____

City _____ **County:** **Mifflin** **Juniata**

Agency Phone Number _____

Name of Project Coordinator _____

Project Coordinator Phone Number _____

Project Coordinator Email Address _____

Is your project site wheelchair accessible? (Please circle one) Yes No

Number of Volunteers Required (Please consider the 6 - 7 hour timeframe, workspace, etc.)

1-4 **4-8** **8-12** **12+** **Other:** _____

Although NOT a requirement, will your agency provide lunch and/or water for your volunteers?

_____ **Yes** **Lunch** **Water** **(Please circle)**
_____ **No**

Please provide a specific description of the project (include dimensions, specific steps, prep work, etc.)

Please check the category that represents your agency project:

_____ Painting/Staining _____ Sorting, Stacking, Distributing, Assembling
_____ Building/Construction/Carpentry _____ Landscaping/Mulching/Weeding
_____ Power Washing _____ Cleaning/Scrubbing
_____ Engineering (Mechanical, Electrical, Plumbing)
_____ Other: Please Specify) _____

Please provide a list of the skills required to complete your agency project:

_____ Plumbing _____ Carpentry
_____ Mechanical Aptitude _____ Computer Skills
_____ Engineering _____ Landscaping
_____ Lifting (Able to lift up to _____ lbs. _____ Construction
_____ Climbing ladders/scaffolding

Other: _____

Can you provide recommendations on special clothing volunteers should wear to complete the agency project? (Example: Coveralls to protect their clothes from being ruined):

Can you recommend tools or equipment the volunteers may bring to help complete the project?

Are there any special confidentiality or liability issues concerning the project, agency location, or clients? If so, please explain.

Do you have any additional suggestions or feedback?

Please email completed form to khaas@mjunedway.org

Helpful Reminders:

We will be in contact with you (the project coordinator) the week of August 28th to let you know the volunteer team that has been assigned to your project. Please keep an eye out for an email with details of the team you were matched with because in that email will be the contact information of the volunteer team leader who you will need to reach out to.

Every volunteer team leader and project coordinator will be provided with the contact information of their matched project or team so arrangements can be made to complete the project.

If you have any questions, please contact the United Way office at 717-248-9636 or email Kenda Haas at khaas@mjunedway.org

Thank you for your interest in the 2023 Day of Caring!