

16th Annual Day of Caring, Saturday, May 19, 2012

Agency Project Proposal – Due February 7, 2012

Agency Name:

Site Address:

Site Phone Number:

Agency Director:

Agencies must provide a Site Coordinator who has the decision-making authority for changes to the project and who will be present on the Day of Caring beginning at 8:30 am until completion of work:

Agency Site Coordinator Name:

Email:

Phone Number:

Cell Number:

The text boxes below have unlimited space for your answers. If you need more time on an item in order to complete your proposal, please call Jan at United Way at 541-773-5339.

1. Please attach an easy to read, simple scale drawing of landscape areas (hand drawn on graph paper is fine – please scan if necessary for electronic transmission), actual dimensions of surfaces to be painted, covered with landscaping materials, etc. and a few digital picture(s) depicting existing condition of area your project will impact.

2. Project Proposal: Please describe the project in general terms:

3. Day of Caring Project Work Flow:

- a. Detail pre-Day-of-Caring tasks required (timeline and who will complete) (these are task such as obtaining permits, setting fence posts, pressure washing, etc.):**
- b. Detail tasks a professional will need to estimate and or perform:**
- c. Detail volunteer worker tasks during the Day of Caring event:**
- d. Detail your staff tasks on the Day of Caring:**
- e. Are there any safety concerns related to this project?**

5. Equipment: Please describe equipment (heavy equipment, small tools, garbage bins, garden tools, etc.) necessary to complete the project.

6. Supplies/materials needed: Please describe in detail supplies you believe will be needed to complete the project. List amounts, number of paint brushes, paint rollers, lengths, numbers, hardware, yards, etc. with as much detail as possible. Significant discounts are given to United Way for supplies purchased prior to the Day of Caring; your agency may be liable for half the cost of any supplies that have to be purchased during the Day of Caring project because discounts may not apply for last minute items. (United Way will be purchasing supplies in advance from a limited number of suppliers TBA.)

7. Volunteers needed: Please attempt to estimate the minimum number of volunteers required and the maximum number your project/site can accommodate.

Minimum Volunteers required: Maximum # volunteers:

8. What resources will your organization bring to the project (people, skills, materials, equipment, tools, etc.)

10. Do you own or lease project property and what are your long term plans for the property?

9. Please give some details about the number of people who may be impacted by the project, the potential for intergenerational experiences, how this project might create a meaningful learning experience for the volunteers, and any other pertinent information you feel would be helpful.

10. Please supply a brief descriptive list of additional, smaller back-up projects at your site in the event that the main project is completed early or we have extra volunteers (note: we cannot guarantee in advance that extra projects will be completed).

Agency's Responsibilities:

- Providing a site coordinator from your agency to be there from early morning set up through to the completion of work on the Day of Caring
- Applying for any necessary permits immediately upon acceptance of your proposal
- Completing the necessary preparation work in advance
- Safety procedures addressing any safety concerns
- Having adequate first aid supplies on site
- Knowing and sharing an emergency evacuation route and safe gathering place away from your site with volunteers at the Day of Caring event
- Using environmentally friendly supplies to the greatest degree possible and responsibly and legally disposing of hazardous materials such as paint, stain, etc.
- Providing a brief tour/ presentation about your services to volunteers on site
- Having some volunteers and/or clients present to work with United Way volunteers

Day of Caring Projects Completed Over the Past 17 Years

Agency	Project Description
Addictions Recovery Center	Paint, library, landscaping, picnic tables, desks, meditation garden, liberty garden, basketball standard, grass park,
Addictions Recovery Center Transition	Play structure
American Red Cross	Paint, shelving, breezeway roof, landscaping & clean up
Arc of Jackson County	Painting, carpeting
Arc of Jackson County	Transition House Landscaping, fencing
Asante Child Development Services	Grounds and site enhancement, play equipment
ASH, Pinal House	Fence
Ashland YMCA	Painting, installation of par course (fitness trail)
Boy Scouts	Painting of cabins
Boys & Girls Club	Volleyball court, basketball court
Camp Fire	Painting, carpeting, basketball standard
CASA	Children's fair, storage shelves and cabinet
Center for Nonprofit Legal Services	Painting
Community Health Center	Painting, landscaping, parking bumpers
Community Works Shelter	Painting, carpeting, landscaping, fence
Community Works HelpLine	Interior painting, new curtains, and new couch.
Consumer Credit Counseling	Storage shelves, kiddie corral
Family Nurturing Center	Tot garden, wood fence & play structure staining, shed, interior painting
Girl Scouts	Painting, landscaping, fence, built a barbecue
Head Start, Central Point	Landscaping, playground bed, playscape
Head Start, West Medford	Sandbox
Living Opportunities Auburn	Zen garden, gazebo, solar fountain
Living Opportunities Golf View	Landscaping, picnic tables & benches
Living Opportunities Stone House	Fence, painting, swing set
Mediation Works	Paint interior of alternative school site, office painting, furniture assembly
OnTrack Allan's House	Exterior painting, landscape clean up
OnTrack Dad's Program	Playground, awning repair
OnTrack Home Program	French drain, rain gutters, playground, gardens, gravel parking lot
OnTrack Teen Program	Landscaping, picnic tables, basketball standard
Phoenix Counseling Center	Landscaping, deck staining, interior painting
Rogue Valley YMCA	Sod, planting, picnic tables, benches, sand box, shed, Painting, new carpet
Roots & Wings	Painting, playground sand and gravel, landscape clean up, play boxes and storage boxes
Salvation Army Shelter	Playground
Siskiyou Challenge for Farm to School	Volunteers manning areas of a relay race
Southern Oregon Goodwill	Paint, fence slats, picnic tables, landscaping
Upper Rogue Community Center	Painting, landscaping, gravel drive
Wilderness Trails	Fire pit and benches
WinterSpring	Ground prep at Memorial Grove, iris planting

If you have questions on the specifics of projects, call us or an agency that has benefited in the past. This list is provided only to reflect work done in the past, not to limit what we may do in the future.