



**Day of Caring Project Application**  
**May 8, 2008**  
**One application per project**

Name of Organization:	Phone #: Fax #:	E-mail address:		
Address of Organization:		Project Provider Team Leader:		
<b>Executive Director must sign each project application.</b>				
Executive Director Signature:				
<b>Please identify the category this project falls into.</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u><b>Indoor Categories</b></u>  <input type="checkbox"/> General cleaning /Organize  <input type="checkbox"/> Painting  <input type="checkbox"/> Administrative work  <input type="checkbox"/> Sorting and packing food  <input type="checkbox"/> Spring clean up  <input type="checkbox"/> Light maintenance  <input type="checkbox"/> Moving furniture         </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u><b>Outdoor Categories</b></u>  <input type="checkbox"/> Gardening / light landscape  <input type="checkbox"/> Painting  <input type="checkbox"/> Yard cleanup  <input type="checkbox"/> Minor construction  <input type="checkbox"/> Spring clean up         </td> </tr> </table>			<u><b>Indoor Categories</b></u> <input type="checkbox"/> General cleaning /Organize <input type="checkbox"/> Painting <input type="checkbox"/> Administrative work <input type="checkbox"/> Sorting and packing food <input type="checkbox"/> Spring clean up <input type="checkbox"/> Light maintenance <input type="checkbox"/> Moving furniture	<u><b>Outdoor Categories</b></u> <input type="checkbox"/> Gardening / light landscape <input type="checkbox"/> Painting <input type="checkbox"/> Yard cleanup <input type="checkbox"/> Minor construction <input type="checkbox"/> Spring clean up
<u><b>Indoor Categories</b></u> <input type="checkbox"/> General cleaning /Organize <input type="checkbox"/> Painting <input type="checkbox"/> Administrative work <input type="checkbox"/> Sorting and packing food <input type="checkbox"/> Spring clean up <input type="checkbox"/> Light maintenance <input type="checkbox"/> Moving furniture	<u><b>Outdoor Categories</b></u> <input type="checkbox"/> Gardening / light landscape <input type="checkbox"/> Painting <input type="checkbox"/> Yard cleanup <input type="checkbox"/> Minor construction <input type="checkbox"/> Spring clean up			
<b>Describe project in detail:</b> Agencies are exclusively responsible for their projects, the materials, the equipment and any permits necessary to complete the project. Neither Washtenaw United Way nor participating companies are responsible for providing materials or equipment. (Exceptions: Volunteers may bring readily available household items, such as rakes and garden gloves). Permits must be obtained by the date of the event. If you have multiple projects you must fill out one form per project.				
<b>Maximum # of volunteers:</b>	<b>Minimum # volunteers</b>			
If your project would be compromised by inclement weather, describe alternate project. (REQUIRED)				
Is this site a private residence? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>				
<b>Project applications must be submitted by February 29, 2008.</b> <b>Fax: (734)-971-6230; Attn: Angelina Roberts or Jessica Barr</b> <b>Mail: Washtenaw United Way 2305 Platt Road, Ann Arbor MI 48104; Attn: Angelina Roberts</b> <b>Questions? Call Angelina Roberts or Jessica Barr (734) 971-8200</b>				

- Volunteers will work at their site from 9:30 am – 3:30 pm. Projects will be completed in one day.
  - Site visits for all sites are required.
  - A current copy of each provider’s general liability insurance must be included with each project application.
  - Once approved, you will be contacted via e-mail to confirm your project.
- All agencies must submit a copy of their liability insurance form with Washtenaw United Way listed as a certificate holder. Without this document your application will be denied.**