

## Hopedale MLK Day of Service Project Request Form

To submit a project for the spring 2016 Martin Luther King, Jr. Day of Service (Monday, January 18, 2016), please complete this form.

- All projects must be at least 2.5 hours in duration (preferably 3).
- Please be as specific as possible when describing projects.
  
- **Guidelines [Required] Guidelines for Community Partners**

Community Partners requesting projects must:

1. Create a project that engages student and/or adult volunteers for the entire duration of the project time.

2. Provide any supplies necessary for the project.

3. Indicate on the Project Request Form if volunteers will be working directly or in conjunction with other groups (i.e., children, elderly, special populations).

4. Communicate with the group leader assigned to their agency prior to the event.  
(Contact information will be shared with you in January).

5. Have a staff member, with full knowledge of the project and organization, present for the duration of the project.

a. Provide an overview of the agency and explain the relevancy of the project to their agency and/or clients (5 -10 minutes) to the volunteers.

6. Provide feedback via survey regarding MLK Day of Service (day of the event or soon after).

7. Contact Rev. Tony Lorenzen at 508-344-3668 at least 24 hours in advance of any changes to the project or cancellation of the project.

***I accept the guidelines above and will create a volunteer opportunity that meets these expectations.***

\_\_\_\_\_ ***(Authorized Signature required)***

***(Over)***

## MLK Day of Service Project Request Form

Agency name [Required]: \_\_\_\_\_

Contact Information [Required]: \_\_\_\_\_

Email address:[Required]: \_\_\_\_\_

Phone number [Required]: \_\_\_\_\_

Address [Required]: \_\_\_\_\_

Contact person (include title): \_\_\_\_\_

Service day contact person: \_\_\_\_\_

Service day contact number (if different from above): \_\_\_\_\_

### Project Information

Location of project: \_\_\_\_\_

Description of project (please provide a detailed description of tasks to be performed)

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Number of volunteers needed: \_\_\_\_\_

Suggested dress for volunteers: \_\_\_\_\_ (Volunteers will wear long pants and covered-toe shoes -- "work clothes.")

Any simple equipment needed? (gloves, etc.)

Can you provide space for a student-led reflection discussion? (room, picnic tables, etc.) \_\_\_\_\_

*Additional notes/information:*

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