

LIVE UNITED DAY Project Proposal

Please Submit Completed Forms by July 2, 2018
2018 LIVE UNITED DAY: Friday, September 14th

Before submitting your completed proposal, print a copy for your records. You will be notified via email by August 17.

Requirements: Please initial each item below to indicate that you understand the requirement:

- Projects must be located in Cass County.
- All LUD project proposals must have an accompanying signed Project Release/Waiver.
- Complete a proposal form for each project.
- Contact your District Chair to discuss the project (listed by districts below).
- Define a "Plan B" project for all projects in case weather or other issues cancel the first one.
- List a Site Coordinator and Organization Contact for each project. (the same person may fill these roles.)
- Obtain materials needed to complete the project. United Way does not provide materials.
- Provide access to restrooms (including outdoor projects).
- Provide basic refreshments for volunteers, such as water and snacks.
- Return **completed** volunteer information/release forms to the UWCC office by 12 Noon on September 7, 2018.
- Organizations submitting proposals on their own behalf are encouraged to also volunteer for Live United Day.

United Way of Cass County's Role

We rally volunteers, and in some cases, skilled trade professionals, to work at your project site. We do not provide funding for projects, but we will gladly work with you to identify possible sources for funding.

Live United Day District Chairs

Contact your District Chair to talk about your proposal:

Logansport:
Royal Center, Pioneer:

Amy Cunningham email: amy@secfedbank.com
Diann Sedam email: sedamjd@aol.com
Jennifer Smith email: sjhmdsmith@frontier.com

Walton, Lewis Cass:

Matthew Paul Prifogle
Lindsay Prifogle email: matt@waltoncc.com

Galveston:

Gary Fordyce phone: 765.513.9878

New Waverly

Vickie Garver phone: 317-408-1551
Email: garver1949@yahoo.com

District Chair

- Identifies projects for the areas in a school district.
- Identifies site coordinators for all sites.
- Works with Site Coordinators to acquire material & when possible, volunteers.
- Understands the roles of the District Chair, Site Coordinator, and Organization Contact.
- Serves on the LUD committee and provides input and direction for the LUD plan.
- Attends LUD send off in your area.

Site Coordinator

- Assists District Chair with planning and implementation for a specific site.
- Works with District Chair to identify and acquire material resources.
- Works at the site on Live United Day.
- Understands the roles of the District Chair, Site Coordinator, and Organization Contact.
- Attends the LUD send off in your area.

Organization Contact

- Assists Site Coordinator in planning, implementation, identifying & acquiring materials & tools.
- Prepares the site to be ready for LUD volunteers and works at the site on Live United Day.
- Understands the roles of the District Chair, Site Coordinator, and Organization Contact.
- Attends the LUD send off in your area.

Project Proposal

Although it is our intent to meet all the needs of the community on Live United Day, United Way of Cass County reserves the right to accept or deny applications based upon available skills of the volunteers performing the work. Some projects may require specific skills developed through training, certification, and/or licensing. Although we will try to match skills to meet project needs, if the proper volunteer is not aligned with a project, we may have to decline the opportunity to work on all or portions of a project. It is our goal to work "UNITED" and safely for Cass County to make this a better place for all.

Requesting Organization:

Organization Contact:

Address, City, State, Zip:

Work Phone:

Email Address:

Cell Phone:

Site Coordinator:

Work Number:

Email Address:

Cell Phone:

Project Title Plan A:

Project Address:

Project Description (Please be specific):

Materials to be used Plan A:

REQUIRED: "Plan B" Project (in case of bad weather or the first project can't be done)

Project Plan B Title:

Address:

Description:

Materials to be used Plan B:

Will your organization supply all materials? (If no, please list the funding source for this):

	<u>Plan A</u>	<u>Plan B</u>
Number of Volunteers Provided:	_____	_____
Minimum Number of Volunteers Needed:	_____	_____
Maximum Number of Volunteers Needed:	_____	_____
Minimum Age of Volunteers:	_____	_____

Indicate below skilled trades volunteers needed for the project (circle all that apply & indicate Plan A or B):

1. Electrician 2. Plumber 3. Carpenter 4. Expert in building construction 5. Other _____
Are there specific tools/supplies volunteers should bring?

How should volunteers dress?

Estimated time for project's completion:

Volunteer Hours (Circle all that apply) **Plan A:** 8-12 AM 1-5 PM **Plan B:** 8-12AM 1-5PM

Comments/Concerns:

Please Submit Completed Form No Later Than July 2nd

Please submit via email: kbauman@unitedwayofcasscounty.org Questions: **Contact Kailin Bauman 574-753-3533**

Or in person: United Way of Cass County, 1 Cass City Center, Suite 216, Logansport