



Corporate Programs Days of Service Planning

Corporate Volunteer Project Sites Needed

Does your 501c3 organization need a fresh coat of paint?

Does the playground where your kids play need new line games?

Do you have an old storage closet that needs clearing out and organizing?

Do you have a patch of green that would benefit from some landscaping or weed removal?

Do you have clients (adults or youth) who would benefit from the attention of caring and engaged adults?

If you answered yes to any of the above, The Volunteer Center may be able to help.

The Volunteer Center receives dozens of requests each year from local corporations looking to engage their employees in volunteer service. In order to ensure that The Volunteer Center is matching these local companies with areas of greatest community need, we want to hear from you!

THE VOLUNTEER CENTER WILL PROVIDE (at no cost to you):

- **Volunteers** to work on projects that meet agency needs
- **Project Management** assistance with all service activities including preparation for the work day and day of event management (with assistance from agency partner)
- **Local business contacts**

THE VOLUNTEER CENTER WILL ASK THE AGENCY TO PROVIDE:

- **Information** about critical organizational needs
- **Staffing** on the day of service
- A **speaker** for the service kickoff to welcome volunteers and help frame the context of project
- **Time** collaborating with The Volunteer Center to ensure all details are addressed

The ideal corporate project can engage at least 10 volunteers in hands-on volunteer service for a ½ or full day. The work should be meaningful to your agency and can be accomplished through a one-time project or over a short timeframe.

If interested, please complete the attached request form or simply contact Jeanette Gisbert, Coordinator of Corporate Programs, via phone at 212-227-9310 or via e-mail at jeanette@volunteer-center.org.



Agency Request for Corporate Volunteers

Agency name _____ Date _____

Mailing address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Website _____

Executive Director Name (please print) _____

Direct telephone _____ E-mail _____

Contact (if other than E.D.) _____

Direct telephone _____ E-mail _____

Agency mission, key activities _____

Registered 501(c)(3) yes no

Below are some examples of the activities corporations have done in the past or may be interested in doing in the future. Please check all the projects that may be of interest to your organization.

Sample Client Based Projects (please check all that apply)

<p>Sample Children Projects</p> <p><input type="checkbox"/> Recreation – Leisure and Sports (taking youth to sporting events, zoo, aquarium, bowling, wall climbing)</p> <p><input type="checkbox"/> On-site Recreation (arts & crafts, music performance)</p> <p><input type="checkbox"/> Literacy (read aloud, early morning reading groups)</p> <p><input type="checkbox"/> Education (homework help, tutoring, special projects)</p> <p>Sample Animal Projects</p> <p><input type="checkbox"/> Dog Walking or Cat Care</p>	<p>Sample Adult Projects</p> <p><input type="checkbox"/> Seniors (friendly visiting, special activities)</p> <p><input type="checkbox"/> Job Readiness (resume prep, mock interviewing)</p> <p><input type="checkbox"/> Working with adults with disabilities in recreation activities: sports, Special Olympics, cooking etc.</p>
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Sample Task Based Projects (please check all that apply)

<p><input type="checkbox"/> Painting/Murals</p> <p><input type="checkbox"/> Environment - Parks/Camps (trail maintenance, tree planting, building handicapped accessible picnic tables)</p> <p><input type="checkbox"/> Hunger/Meals (service/packaging/distribution)</p>	<p><input type="checkbox"/> Sorting (clothing, furniture, food)</p> <p><input type="checkbox"/> In-House Project (assembling lunches for homeless, information kits for clients)</p> <p><input type="checkbox"/> Disaster Preparedness</p>
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Please describe any other needs that your organization may have here:

Please complete this form, and return via mail, fax or e-mail to

The Volunteer Center of United Way , 280 N. Central Avenue, Suite 310, Hartsdale, NY 10530, Attn. Jeanette Gisbert
 If you have questions, please contact Jeanette Gisbert at 914-227-9310 or Jeanette@volunteer-center.org. For a full description of our services, visit us online at www.volunteer-center.org.