

# CRAFT Project Proposal Volunteer McKinney Center's Make A Difference Day

## *Do you have a need for a craft item?*

Craft item could be used in your program materials, as an educational tool, as a supplemental item for your clients or as an adjunct to an existing special event. All craft projects for Make A Difference Day will be made at a common work site on event day (not at individual agencies).

**Note: Please return completed proposal to Volunteer McKinney Center. Faxed material will be accepted. Fax number is 972-542-0642.**

**Deadline: All craft projects must be submitted prior to *August 13, 2010***

## **AGENCY INFORMATION:**

Name/Title:

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Agency/Organization:

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Staff Name & Title who will be coordinating this project for agency:

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Contact Information (telephone, email, fax):, \_\_\_\_\_

## **CRAFT DESCRIPTION:**

Describe the craft project/item requested (you may request more than one craft item.):  
Comfort Pillows

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How many craft items are needed?

How much time (approximately) will it take to make each item?. \_\_\_\_\_

What is the appropriate age level for this project? \_\_\_\_\_

Please identify the tasks the volunteer team will perform. \_\_\_\_\_

What materials and equipment will your agency provide to complete this project?

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What other resources are needed to complete this project?

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*Submit separate request with line item budget requests if any funds or materials will be needed to complete this project that will not be provided by your organization. (An actual bid on materials or estimated costs should be included.)*

How will these items be utilized?. \_\_\_\_\_

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How do these items enhance/enable your mission?

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How will this project benefit your agency or the community?

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Will volunteers have direct contact with the people who benefit from this project?

YES  NO

How does this project benefit your clients?

***Please attach specific directions or patterns and a materials list for each craft item requested.***

**VOLUNTEER REQUIREMENTS:**

How many volunteers are required to complete this project in 4 hours?

Minimum number: \_\_\_\_\_ Maximum number: \_\_\_\_\_

Projects will start at 8:00 am and end at 12:00 noon at the designated craft site. If craft needs to be made at your agency site, please state reason:

Is this a project where families can participate together?  YES  NO

If yes, are there age limits for children? \_\_\_\_\_

Do volunteers need to bring any tools or supplies?  YES  NO

If yes, what? Please be specific: \_\_\_\_\_

What should the volunteers wear to the project? \_\_\_\_\_

Is any special protective wear/safety gear needed? \_\_\_\_\_

**THANK YOU FOR MAKING A DIFFERENCE BY PROVIDING VOLUNTEERS AN OPPORTUNITY TO HELP YOUR AGENCY SERVE OUR COMMUNITY!**

**PLEASE REMEMBER TO SIGN AND RETURN THE EVENT AGREEMENT WITH WAIVER AND RELEASE EMAIL, MAIL, OR FAX TO VOLUNTEER MCKINNEY CENTER:**

**Volunteer McKinney Center**

**P. O. Box 2821**

**McKinney, TX 75070**

**Phone 972-542-0679**

**Fax 972-542-0642**

**Email: [volunteermck@sbcglobal.net](mailto:volunteermck@sbcglobal.net)**

**[www.volunteermckinney.org](http://www.volunteermckinney.org)**