

McKinney Make A Difference Day

Agency Project Guidelines

McKinney Make A Difference Day is an annual event scheduled the fourth Saturday in October.

It is a service program of Volunteer McKinney Center established to provide a one day volunteer opportunity to local citizens by providing multiple service projects designed by local non profit agencies. VMC will provide the structure and leadership to coordinate the event. Make A Difference Day in turn provides a venue to work together with the community to improve the quality of life in McKinney.

Organizations can participate in McKinney Make A Difference Day by submitting a Project Proposal for service projects and/or craft projects. The committee plans and coordinates the event by working with both the service agencies and the volunteers.

Important – Please Read:

- Individual projects are developed by agency staff and should reflect, enhance, or enable the mission of your organization.
- Fund raising projects for your organization or requests for volunteers to do direct solicitation will not be considered.
- Service projects at your site should be designed to be completed by volunteers in a 4-5 hour period on one day. Projects may be indoor or outdoor or both.
- Volunteers should not be expected to possess trained or technical skills.
- Volunteers are assigned in teams varied number with a designated Team Leader who will collaborate with your Agency Representative. Agency Representative should be on site for the project.
- All craft projects for McKinney Make A Difference Day generally will be made at a common site on event day
- Resources available to complete the project should be taken into consideration.

Agency Project Proposal

Note: Please return completed proposal to Volunteer McKinney Center.

Faxed materials will be accepted. Fax number is 972-542-0642.

Deadline: Projects will be posted online for all potential volunteers to review. In order to do this efficiently, please fax or email project proposal to VMC by **August 13, 2010**

AGENCY INFORMATION

Name/Title: _____

Agency/Organization: _____

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

Contact information (phone, email, and fax): _____

PROJECT DESCRIPTION

Category: General Maintenance Food Preparation
 People to People Activities Construction
 Sorting or Organizing Special Project/Other
 Landscape Painting
 Craft Project* ***CONTACT VMC OFFICE AND REQUEST
CRAFT PROJECT PROPOSAL***

Project activities will be: Indoor Outdoor* Indoor and Outdoor

If this is an outdoor project, is there poison ivy/poison oak on site? YES NO

Please describe the project: _____

Please identify the tasks the volunteer team will perform: _____

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

What other resources are needed to complete this project? _____
None _____

Please identify contributing sponsors or partners for this project: _____

How will this project enhance/enable your mission? _____

How will this project benefit your agency or the community? _____

Will volunteers have direct contact with the people who benefit from this project? YES NO

How will this project enhance/enable your mission? _____

Please anticipate and plan a back-up project or additional tasks in case project is completed early. (*This secondary project is required. It can be substantially different from the original project.*)

Describe back-up project: _____

***There is no rain date for this event. The group may reschedule with the agency to do project at a later time. All indoor projects will continue as planned.**

VOLUNTEER REQUIREMENTS

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

Minimum number: _____ Maximum number: _____ Projects will start at 8:30/9:00 am (will be determined by project) and end at 12:30 unless otherwise arranged with VMC. If project needs to be at another time, please state reason: _____

Project Start Time: _____ Project End time: _____

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

If yes, are there age limits for children? _____ No _____

Will volunteers need 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? ___ Gloves ___ Other _____

What beverages will be provided for volunteers? _____

What restroom facilities are available to volunteers at the project site? Will they be easily accessible on work day? YES NO

Is there parking available for volunteers on site? YES NO

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

PLEASE SIGN AND ATTACH THE FOLLOWING EVENT AGREEMENT WITH WAIVER AND RELEASE TO THIS PROPOSAL AND MAIL OR FAX TO:

Volunteer McKinney Center
PO Box 2821
McKinney 75070
www.volunteermckinney.org

Phone 972-542-0679 Fax 972-542-0642
Drop off location-100 E. Louisiana, Ste 4 (above Spoons Café)
Email-volunteermck@sbcglobal.net

Event Agreement, Liability Waiver and Release

By signing this agreement on behalf of your agency, you agree to partner with Volunteer McKinney Center and its representatives, including the McKinney Make A Difference Day committee, and community volunteers on the development and management of the service project (s) requested. This will include:

- Communication with agency staff and/or Board regarding event
- Developing or acquiring resources to produce this project
- Attending and participating in any required meetings as related to project.
- An onsite visit and review with the volunteer leader on event day
- Management of project with the volunteer leader on event day
- Completion of an evaluation report following the event

We understand if funds or materials are granted for the event, these items may only be used for the purposes outlined in our proposal and for the designated project on the project date. Unused funds must be returned. Donated materials may not be re-sold. No funds will be provided as reimbursement for materials purchased by our agency to complete this project that were not previously authorized in the accepted proposal.

Circumstances may change between the application and the project date. A project may need to be adjusted or canceled. We agree to notify Volunteer McKinney Center of any circumstances that may affect this service project or its outcome in a timely manner. We realize this may cause the cancellation of the project. Cancellation may be initiated by either party. **THERE IS NO RAIN DATE! Most outdoor projects would be affected by such weather. If project is cancelled because of weather, there is no scheduled back-up date. A volunteer group may choose to arrange completion of project at another date, but that will not be organized by Volunteer McKinney Center. All indoor projects will continue as scheduled.**

Volunteer McKinney Center and McKinney Make A Difference Day committee will provide public relations opportunities such as inclusion in our newsletter or brochures, promotion to our volunteer base, and/or posting of any signs or public relation materials provided by Volunteer McKinney Center to promote this event. We agree to coordinate public relations efforts toward our mutual benefit for this event.

We understand that our organization is collaborating on a service program facilitated by Volunteer McKinney Center with other organizations and individuals. We agree that all participants will sign a liability waiver and release. We understand we are responsible for any staff behavior and work on event day. If we observe any unusual or unnecessary hazard during event activities, we will bring such to the attention of the nearest event worker as soon as possible. We agree to release Volunteer McKinney Center, its event volunteers, event workers, participating event organizations, sponsors, and their representatives or others from any and all claims that may arise as a result of any expenses, personal injury, loss or damages incurred by us during our participation in McKinney Make A Difference Day. We also agree to indemnify Volunteer McKinney Center from any and all claims that may arise from our conduct that results in expenses, personal injury, loss or damages incurred by anyone else during our participation in McKinney Make A Difference Day.

We consent to authorize the use or reproduction by Volunteer McKinney Center and any appointed agents authorized by them, of any and all photographs, video reproductions, motion pictures, or other records taken this day, including without limitation, pictures and sound of our staff, alone or with others, for any reasonable purpose, without compensation to us.

Agency Representative (name) _____

(Agency Representative is the staff person who will be the liaison with Volunteer McKinney Center, responsible for participating in all required meets and the staff agent on event day)

Signature _____ Date _____

Executive Director or Board of Directors Representative (name) _____

Signature _____ Date _____