

PROJECT REQUEST FORM
JUNIOR LEAGUE OF TYLER, INC.

2008-2009



The Junior League of Tyler, Inc., through its Community Coordinating Committee, is accepting requests for project funding and/or volunteer placement from non-profit organizations, community agencies and service providers for the year beginning June 1, 2008. The Junior League of Tyler, Inc. is an organization of women committed to promoting voluntarism and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

The Junior League seeks to impact the community by providing monetary and volunteer support to those projects which address a demonstrated community need, which employ rigorous standards of planning and performance, and which offer challenging and meaningful volunteer placement to its members.

All project requests for 2008-2009 must be received on or before **September 1, 2007**. Early submissions of request forms will allow thorough investigation and consideration of the proposed project. Please submit 5 copies of application. Inquiries and requests should be directed to:

COMMUNITY COORDINATING COMMITTEE
JUNIOR LEAGUE OF TYLER, INC.
1919 S. Donnybrook
TYLER, TEXAS 75701
(903) 595-5426

For Office Use: Date Rec'd: _____ A/E H/S YFI

JUNIOR LEAGUE OF TYLER, INC.

PROJECT REQUEST FORM

Instructions: For projects, please complete all pages and applicable questions. For placements requesting **ONLY** volunteers, please complete Section I, Section III (numbers 1 and 2), and Sections IV and V.

SECTION I.

NAME OF PROJECT: _____

Agency or Organization: _____

Mailing Address: _____

Contact Person: _____

Email contact: _____

Location of Placement: _____

PROJECT DESCRIPTION:

FUNDING:

Amount of money requested from Junior League: _____

Date/timetable money needed (on or after June 1, 2008): _____

Has the agency submitted a request to JLT for funding within the past 3 years? ___ If so, when and what was granted: _____

What is the total amount of Junior League funding in the past 10 years? _____

VOLUNTEERS:

Total number of volunteers requested from Junior League: _____

Should this funding request not be granted, would you like to have your request for volunteers considered further? _____

SECTION IV.

OFFICE USE LG.PR./CO.PR./PLCMT PROJ. NAME _____ PG ASSIGNED _____
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PLACEMENT OPPORTUNITY REQUEST FORM

(Please complete a separate form for each placement opportunity.)

AGENCY NAME: _____

PERSON RESPONSIBLE FOR TRAINING, SUPERVISING AND EVALUATING VOLUNTEERS: _____
PHONE: _____

PLACEMENT OPPORTUNITY:

JOB TITLE: _____

NUMBER OF VOLUNTEERS NEEDED FOR THIS PLACEMENT OPPORTUNITY:

Minimum # _____ Maximum # _____

JOB DESCRIPTION:

PURPOSE OF PLACEMENT:

PLACEMENT OBSERVATION:

We realize that because of agency policy and/or confidentiality requirements the observation of some placements by other League members is impossible. Please indicate your preference below:

_____ NO OBSERVATION PLEASE _____ OBSERVATION IS FINE

TRAINING DESCRIPTION:

Date of the training:

Time of the training: FROM _____ UNTIL

Location of training:

REQUIREMENTS AND/OR SKILLS NEEDED BY VOLUNTEER:

List any other groups helping you in a volunteer capacity:

TIME COMMITMENT:

Indicate if this placement will have **STRUCTURED HOURS** or will be **TASK-ORIENTED**. Check the time block(s) which are **POSSIBLE** for this placement and fill in days of the week and times of day you would need volunteers. **Be as specific as possible**. Please **STAR** your preferences if you have them. **NOTE:** Summer placements end when TISD resumes classes.

STRUCTURED HOURS (specific day and time):

_____ **YEAR-LONG** (SEPTEMBER - MAY) -- ONE 2 hour shift per week

Days of week possible

Times of day possible

_____ **SUMMER** (JUNE - AUGUST) -- TWO 2 hour shifts per week

Days of week possible

Times of day possible

_____ **FALL** (SEPTEMBER - DECEMBER) -- TWO 2 hour shifts per week

Days of week possible

Times of day possible

_____ **SPRING** (JANUARY - MAY) -- TWO 2 hour shifts per week

Days of week possible

Times of day possible

_____ **OTHER** (DESCRIBE FULLY with days and times available):

TASK-ORIENTED (work at own pace to complete task):

_____ **YEAR-LONG** (SEPTEMBER - MAY or JUNE - MAY)

_____ **SUMMER** (JUNE - AUGUST)

_____ **FALL** (SEPTEMBER - DECEMBER)

_____ **SPRING** (JANUARY - MAY)

_____ **OTHER** (please be specific)

SECTION V.

Are you willing to enter into a written contract with the Junior League of Tyler, Inc.?

Agency: _____

By: _____

Date: _____

Name Printed: _____

Title: _____