



JUNIOR LEAGUE OF LANCASTER

Women building better communities

Done in a Day Request

Thank you for considering the Junior League of Lancaster as a source for dedicated, community minded volunteers.

The Junior League of Lancaster Inc.'s *Done in a Day* initiative assists community organizations in Lancaster County in need of volunteers for a limited period – a few hours to a few days. All DIAD requests must be for community-based, hands on opportunities, and preferably related to Junior League of Lancaster's current focus – children and education. The League requests that proposals be submitted at least two months in advance of an event or activity in order to allow the League to evaluate the proposal and obtain League approvals. The League cannot guarantee volunteers. If volunteers choose to sign up for your event through *Done in a Day*, the Project Development Chair will let you know within two weeks of the event. We hope that your volunteer opportunities meet the criteria of the Junior League of Lancaster so that we are able to assist you.

Organization Name and Mailing Address:

Contact Person and Title:

Contact's Phone, FAX and E-mail:

Are you a 501(c)(3) organization? _____ Yes _____ NO

Name of event/volunteer opportunity: _____

Estimated # of individuals served by event/opportunity: _____

Description of Event/Opportunity: _____

What duties would you like for our volunteers to perform (if not already listed in the event description)?

Date(s) of event: _____

Time of Event: _____

Are there shifts? Yes No

If shifts, what are they? _____

Location of Event/Opportunity: _____

If applicable, will the Event be cancelled in case of inclement weather? _____

Number of League members needed per day (estimate is fine): _____

Special instructions/information: _____

What attire should be worn? _____

May League volunteers bring their own children? Yes No

If yes, what ages? _____

How did you hear about the Junior League of Lancaster's *Done in a Day* volunteers? _____

Have you used League volunteers before? Yes No

If yes, how and when? _____

By submitting this form, you understand that this even can neither be fundraising nor administrative in nature and that the Junior League of Lancaster cannot guarantee volunteers. During the period of July 1, 2009-June 30, 2010, please send all forms to the attention of Project Development at pd@jllancaster.org.