



JUNIOR LEAGUE OF LANCASTER

Women building better communities

THE JUNIOR LEAGUE OF LANCASTER, INC. VOLUNTEER REQUEST APPLICATION FORM

DEADLINE: Rolling

RETURN TO:

Project Development Chair
The Junior League of Lancaster, Inc.
1130 Marietta Avenue
Lancaster, PA 17603
pd@jllancaster.org.

The Junior League of Lancaster, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

GUIDELINES

The following guidelines are used by the Project Development Committee of The Junior League of Lancaster, Inc. when considering requests for volunteers by any organization proposing an ongoing project with the Junior League.

Requirements

1. The requesting organization must be tax exempt.
2. The project must support the purpose of The Junior League of Lancaster, Inc. which is exclusively educational and charitable, and must meet its stated mission, which is to promote voluntarism, to develop the potential of women, and to improve the community through the effective action and leadership of trained volunteers.
3. The project must take place in Lancaster County, Pennsylvania.

Other Considerations

1. The League placement year runs July 1 – June 30; a typical project will run within this timeframe each year.
2. The project should offer a volunteer meaningful volunteer and training opportunities, which is a standard League requirement, and involve League members in the decision-making process.
3. Projects with flexible and/or self-scheduled hours, or projects needing volunteers primarily in the evenings or on weekends, will be given stronger consideration.
4. The League's community outreach efforts for 2007-2010 focus on children and education, with the understanding that organizations requiring background checks of League members may not be feasible financially or timewise.
5. The League cannot guarantee fluent Spanish-speaking volunteers.
6. Each organization must complete in full the Volunteer Request Application Form, which should be submitted to the League at least six months prior to the proposed start date of the project.

Evaluation Process

Project requests will be reviewed at the next scheduled Project Development (PD) meeting. Once reviewed, the PD committee will notify the organization as to whether the proposed project has been selected for further evaluation. If it has, then a League Task Force is formed to work with the requesting organization to research the potential project idea more thoroughly. If the Task Force concludes that the project merits League involvement, a project proposal is written and presented to the League membership for a vote. Implementation of a project is contingent upon a positive membership vote and adequate volunteer staffing of a project committee. Due to the number of project requests received by the League, we cannot guarantee League involvement in all requests.

Note: If you are interested in a onetime project to be staffed solely by League members or a collaborative effort staffed by members of the League and another like agency, please review the League's Done in a Day project criteria in the Agency Resources section of our website at www.jllancaster.org.

**THE JUNIOR LEAGUE OF LANCASTER, INC.
VOLUNTEER REQUEST APPLICATION FORM**

DEADLINE: June 30, 2010

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I. SUMMARY INFORMATION

Date Submitted _____

Agency Information:

Agency Name _____

Tax Exempt Organization # _____

Mailing Address _____

Website _____

Contact Information:

Name _____ Title _____

Phone _____ Fax _____

Email _____

Project Information:

Project Name _____

Number of Junior League Volunteers Requested _____ Funding Requested \$ _____

II. OBJECTIVES

A. State project objectives in priority order (what you wish to accomplish or change through this project):

- 1. _____
- 2. _____
- 3. _____

B. This project will (please check):

- 1. Establish a new service or program
- 2. Expand an existing service or program
- 3. Other (please explain) _____

C. This project will meet the following specific community need(s):

- 1. _____
- 2. _____
- 3. _____

D. These needs were established or measured as follows (statistics, sources, etc. that verify the need for this project):

- 1. _____
- 2. _____
- 3. _____

E. What other community agencies or groups are attempting to deal with the same or somewhat similar issues?

F. This project will take place within the following time frame:

- 1. Start date (month/day/year) _____
- 2. Proposed end date (month/day/year) _____
- 3. Anticipated total life of project _____
- 4. On what do you base your estimate of the project's total life span? _____

G. General description of parent organization (if applicable), its mission statement, and how this project fits into that organization.

III. CONCEPT (plan of action)

A. How will objectives as stated on page 2, section II A be achieved?

1. _____
2. _____
3. _____

B. Volunteers, Clients/Beneficiaries, Funding, Professional Staff, Administration

1. Volunteers

a. Number of volunteers requested from the Junior League: _____

b. Brief job description (including time of year, days of week, hours per week, times of day, location and volunteers' duties):

c. Brief training description (including potential dates and times, location, number of sessions and professional staff involved in the training):

d. Skills necessary for job: _____

e. Skills that volunteer will acquire: _____

f. Are other organizations involved in this project? ____ Yes ____ No

g. If yes:

i. How many volunteers are available? _____

ii. Name(s) of other organizations: _____

iii. Type of involvement (please describe): _____

2. Clients or Beneficiaries of the Project

a. Description (including number of clients served): _____

b. Access (how will clients find you or be referred to you?): _____

c. Is there a fee for project services? _____

d. How are services provided for clients once they reach your project? _____

3. Funding – External Grants

a. Is any part of this project dependent on grant(s) from another agency? _____

b. If so, when do you learn whether or not you have been awarded this grant? _____

4. Funding – League Funds

a. Total Junior League of Lancaster funds requested \$ _____

b. Are funds to be allocated in a single year? ____ Yes ____ No

c. If not, how are funds to be divided? \$ _____ per _____
(Indicate time period)

d. Detail of Junior League funds requested:

- i. Fees and salaries for professionals \$ _____
- ii. Training, volunteer or other \$ _____
- iii. Equipment \$ _____
- iv. Audio-visual \$ _____
- v. Printed materials \$ _____
- vi. Capital funds \$ _____
- vii. Office expenses \$ _____
- viii. Public relations \$ _____
- ix. Other (please describe) \$ _____

5. Professional Staff

a. Professionals staffing the project (please indicate the number).

Administrative _____

Field _____

b. How are your professionals used? _____

6. Agency Administration

Please describe management positions and their relationship to the project: _____

IV. CONTROLS

A. Evaluation

What criteria have been established by which to evaluate the project's success upon completion?

B. Who will be responsible for evaluating whether these criteria have been met? At what point?

C. Other evaluation components: _____

V. ADDITIONAL INFORMATION

A. Please include the following documents with your completed form:

1. Copy of mission statement
2. List of board of directors
3. Annual report, including budget
4. Most recent financial statement
5. Copy of General Liability Coverage
6. Letter of IRS Determination of Tax-Exempt Status

B. If space for reporting is inadequate, you may submit attachments using this form as a guide.

C. If funding or volunteers requested are granted by another organization prior to receiving a response to your request of the Junior League, please inform us as soon as possible.

For questions regarding this Form or other Junior League of Lancaster community opportunities, please contact the Project Development Chair at pd@jllancaster.org. You may also visit our website at www.jllancaster.org.