# A orange and blue text on a black background  Description automatically generated

# Project Submission Form

# Email completed document to: info@DoGoodGainesville.org

## Organization Details

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name: |  | Date: |  |

|  |  |
| --- | --- |
| Project Owner’s Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Owner Title: |  | Phone: |  |

|  |  |
| --- | --- |
| Project Date, Time and Expected Duration: | Date, Time, Number of Hours |
| Requested Number of Shifts and Volunteers per Shift: |  |
| Skills, Tools and Equipment Needed |  |

## Key Questions

Can your project be divided into teams and time segments? (When a project can be divided into 90-minute volunteer segments participation will be great. Volunteers can sign-up for multiple segments if they like but they don’t feel they are obligated for long durations).

Please describe the teams you would create for your project and the tasks assigned to each team. Please include the number of shifts for each team and how many people needed for each team. It is critical not to have too many volunteers for a specific task or project to ensure everyone’s time is valued and productive.

Does your project require background checks or have any other screening requirements? Please describe.

Do you have project managers that can welcome, train and guide volunteers to create a positive experience? Yes / No

## Additional Notes

Enter Additional Notes:

When finished, please email this document to info@DoGoodGainesville.org.