

Make a Difference Day 2010
HandsOn West Central Ohio and Participating Agency Agreement

In conjunction with Make a Difference Day, HandsOn West Central Ohio promises to...

- ❑ Provide training for all agency project leaders.
- ❑ Serve as resource for agencies throughout the event process.
- ❑ Recruit volunteers for all projects. The minimum number of volunteers needed for each project will be recruited first.
- ❑ Facilitate media coverage for Make a Difference Day.
- ❑ Provide agencies with number of volunteers assigned to each project by October 11. Agencies who do not have the minimum number of volunteers at this time may decide whether or not to cancel their projects.
- ❑ Provide overall event volunteer totals and total hours of service in a timely manner to agencies following Make a Difference Day.

Agencies participating in Make a Difference Day promise to...

- ❑ Complete a detailed project proposal for each project to be completed on Make a Difference Day. Fundraisers may not be held by volunteers during this event, however volunteers may assist with fundraising preparations.
- ❑ Define a back-up project for all weather-sensitive projects.
- ❑ Designate a staff member or volunteer to serve as project leader for each project to be completed on Make a Difference Day. Project leader should be the person directly supervising volunteers during the event.
- ❑ Make arrangements for project leader to attend training.
- ❑ Host an informal pre-event site visit by a representative of HandsOn West Central Ohio.
- ❑ Obtain materials needed to complete project.
- ❑ Follow the approved project structure described during agency project leader training.
- ❑ Provide adequate staff or volunteers to assist with the coordination, instruction and supervision of volunteers assigned to projects.
- ❑ Provide basic refreshments for volunteers completing a Make a Difference Day project. At minimum, water should be made available to volunteers.
- ❑ Coordinate all media communication with HandsOn West Central Ohio.
- ❑ Return **completed** sign-in sheets, incident reports, volunteer evaluations and project leader evaluations to HandsOn West Central Ohio by 5:00 p.m. on October 27.

Participating Agency Representative:

HandsOn West Central Ohio Representative:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Please sign this form and retain a copy for your records. Please bring an additional copy of this signed form with you to project leader training.

