



# HANDS ON MEMPHIS MONTHLY PROJECTS REQUEST FORM



**Project Guidelines:** Hands On team projects must be organized directly through a 501 (c)3 non-profit organization, may not include fundraising or administrative tasks, and must be offered at night, during the lunch hour or on the weekends. Additionally, projects must be suited for teams of volunteers (at least 3 to as many as, but not limited to 30). Once we receive this request form, a Volunteer Memphis staff member will be in touch to discuss the approval process. If approved, it may take some time to find a Project Coordinator who will lead your project, make site visits and establish a date for our first project.

**Calendar Deadlines/time frame:** On average all new projects take two months to make it onto our monthly online calendar.

**1. Please describe the proposed project:**

**2. Who will the on-site agency contact be? (please provide name and phone number):**

**3. Recurring date and time of project (if known):**

**4. Number of volunteers needed: (please list the minimum number and maximum number you want)**

**5. Minimum volunteer age your agency will allow:**

**6. Special skills required of volunteers (if any):**

**7. Estimated number of hours needed to complete the work:**

**8. Supplies and materials provided by your agency:**

**10. Does your agency have liability/accident insurance for volunteers?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**11. Is this project suitable and accessible for volunteers with physical disabilities?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

***Please fax or email completed form to:***

***Volunteer Memphis***

***Attn : Hands On Program Manager***

***901-523-2425***

***info@handsonmemphis.org***