**Done-In-A-Day Application for Volunteers**

***Please submit your request at least eight weeks prior to an event.***

**Event/Project:**

**Day & Date:**

**Brief purpose of event:**

**Location of event/project:**

**Agency/organization name:**

**Mailing address:**

**Contact person at agency:**

**Email:**     **Phone #:**

**Purpose of non-profit organization**:

**Primary focus area of non-profit organization (i.e. prevention of child abuse):**

**Website of non-profit organization or event:**  ­­­

**Is 501(c)(3) status current:**

**501(c)(3) Number:**

**Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shift number** | **Date of volunteer shift/s** | **Time of volunteer shift/s**  **(must be in 3-4 hour shift increments)** | **Number of volunteers requested per shift** |
|  |  |  |  |
|  |  |  |  |
| **Total number of total volunteers requested** | | |  |

**Describe in detail what tasks the JLSF volunteers will be assisting with during your requested shift time(s).**

**What, if any, training is required?**

**Dress code:**

**Who will be on-site to coordinate the volunteers?**

**Cell phone number:**

**Any other resources besides volunteers requested from the JLSF?**

**Please explain how your organization/event supports the JLSF focus area of *Advancing the social and emotional well-being of youth and elderly in San Francisco*:**

**How will the JLSF’s support of your event and contribution of volunteers be recognized and/or publicized at the event?**

**May we publicize the JLSF’s participation at the event?**

**Is there anything else you think we should know about your organization and/or this specific event?**

**Please email your completed application to:**

Done-In-A-Day Committee

The Junior League of San Francisco, Inc.

Email: DIAD@JLSF.ORG