



VOLUNTEER PROJECT LEADER PROGRAM

VOLUNTEER INSTRUCTIONS.EXAMPLE

NATIONAL VOLUNTEER MONTH

APRIL 2010

Thank you for participating in National Volunteer Month! Your contributions of time and labor throughout the month will help to make a real difference for local nonprofit agencies and to our community. We hope that you find your volunteer experience to be rewarding, meaningful and fun!

As a participant in National Volunteer Month, you have committed to donate your time to a community project at a local nonprofit agency. The information regarding your project, what you will be expected to do, what you should bring, and more is as follows:

Project Title:

Landscaping for Affordable Housing

Project Date:

Friday, April 24, 2010

Location:

1207 Matuka Court
Fort Collins, CO 80524

Shift Time:

12-4pm

Directions:

Going North on College from Downtown Fort Collins, Turn Right on Conifer Street (by JAX Outdoor Gear Store) and follow for almost 1 mile. Turn right on Matuka into the Court.

Project Details:

- Trim bushes and remove several others; Remove old railroad tie and load onto dump truck; Plant new bushes; Install landscape mulch;
- Plant grass seed; Install stakes and ropes to keep people out of area; Water area

What to bring:

- This is an outdoor landscaping project involving shrub pruning, lawn development and shed demolition. Do not dress to impress. Wear clothing that you can get dirty. Long pants and additional layers are encouraged for safety and weather reasons. While the weather forecast does predict beautiful, sunshine weather, the event is still a week away and Colorado weather can be quite unpredictable. So again, layers are encouraged, as well as waterproof and warm gear. Sunscreen, hats, sunglasses, etc. are also recommended.
- Safety glasses and working gloves are also encouraged. Gloves will be provided, but supplies may be limited for the size of our group.
- Lunch will not be provided for this event. If you would like to bring snacks and/or a lunch, you are welcome to do so. Also, remember to bring plenty of water to drink throughout the work day.
- **Completed Liability Form (attached).**

What will be provided:

- Wonderfully knowledgeable site managers from the Fort Collins Housing Authority will be present throughout the day with direction and to assist you with any questions you may have about the project or the organization.
- The Fort Collins Housing Authority will also provide any and all landscaping tools that will be necessary to complete the project. If you would like to bring your own tools, you are more than welcome to do so. The FCHA encourages those who are able to please bring shovels, rakes and pitchforks for mulching, pruning sheers, pry bars, hammers, and a big smile!

If you have any other questions regarding this volunteer event, please contact Phyllis Patrick at 970.7555 or ppatrick@gmail.com.

To view this document online, visit

<http://www.firstcall211.org/volunteer/VolunteerProjectLeaders.html>

