

LIVE UNITED® DAY Project Application
Submit Completed Forms by July 1st, 2024
2024 LIVE UNITED® DAY: Friday, September 13th

Although it is our intent to meet all the needs of the community on Live United Day, United Way of Cass County reserves the right to accept or deny applications based upon available skills of the volunteers performing the work. Some projects may require specific skills developed through training, certification and/or licensing. Although we will try to match skills to meet project needs, if the proper volunteer is not aligned with a project, we may have to decline the project.

United Way of Cass County's Role

We rally volunteers, and in some cases, skilled trade professionals, to work at your project site. We do not provide funding for projects, but we will gladly work with you to identify possible sources for funding. We do not provide materials/equipment.

Should your project be approved, you will need to provide:

- Materials for project
- Water for the volunteers assigned to your site
- A bathroom nearby (if possible, we understand it's not always doable)
- A Site Coordinator who will be present on Live United Day

The timeline is subject to change:

- **July 1st** – Project Proposals due
- **July** – Committee meets, Project Manager completes Site Visits (if applicable) and helps coordinate and assign skilled labor volunteers
- **August 2nd** – Notification of project approval/denial will be sent by this date. We will send notifications sooner, if able to do so.

LIVE UNITED® Day District Chairs

Your area chair is available to help answer questions, but submit proposals to Karli, karmstrong@unitedwayofcasscounty.org

Logansport: Amy Cunningham amy@secfedbank.com & Kailin Bauman kailin.bauman@sciteam.com

Royal Center: Stacy Rans stacyrans@msn.com

Galveston: Karen McDonald mark_mcdonald_939@comcast.net

Walton: TBD – Contact Karli

District Chair

- Identifies projects for the areas in a school district/town.
- Identifies site coordinators for all sites.
- Works with Site Coordinators to acquire material & when possible, volunteers.
- Serves on the LUD committee and provides input and direction for the LUD plan.
- Attends LUD send off in your area if one is held.

Site Coordinator (can be same as District Chair)

- Assists District Chair with planning and implementation for a specific site.
- Works with District Chair to identify and acquire material resources.
- Works at the site on LIVE UNITED® Day.
- Attends the LUD send off in site area if one is held.

Organization Contact (can be the same as Site Coordinator)

- Assists Site Coordinator in planning, implementation, identifying & acquiring materials & tools.
- Prepares the site to be ready for LUD volunteers and works at the site on LIVE UNITED® Day.
- Attends the LUD send off in your area if one is held.

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Maximum number of projects is (4) four unless special consideration is granted

Organization Name: _____ Name of Contact: _____

Phone: _____ Email Address: _____

Name of Site Coordinator (*Must be present on Live United Day*): _____

Phone: _____ Email Address: _____

Project Title: _____ Site Address: _____

Estimated # of people this project would benefit: _____

Project Description: Please be **as specific as possible** and include pictures if needed. You can attach an additional page if needed. Having a lot of detail helps our committee make decisions and coordinate the volunteers that will be the best match. Our Project Manager (Phil Olson of Steinberger Construction) will complete Site Visits when applicable to identify any skilled labor or special tools that may be required. The Live United Day committee will recruit and coordinate volunteers to be matched to projects, so please do not try to recruit contractors to volunteer):

List any equipment/materials that will be used for this project that **you will supply**:

You are **NOT** required to provide your own volunteers; this information is for our own planning purposes:

Number of volunteers your group will provide: _____

Total number of volunteers needed: _____ Minimum age of volunteers: _____

Estimated time for project's completion:

Volunteer Hours (Circle/Highlight) 8:30AM-12 PM 1-5 PM All Day Other (Please explain): _____

I understand that an application does **NOT** guarantee my project will be accepted. Before submitting, print a copy for your records. You will be notified via email by **August 2nd** whether or not approved.

Applicant Signature: _____

Date: _____

Please Submit Completed Form No Later Than July 1st

To: Karli Armstrong karmstrong@unitedwayofcasscounty.org. Questions call 574-753-3533
United Way of Cass County, 300 East Broadway, Suite 101 Logansport