



DONE IN A SNAP

The Junior League of Great Winter Haven's **Done in a Snap** project enables the League to assist community agencies with a need to staff a half-day, one-day or two-day special event or have a one time need for extra volunteers. All volunteer requests must be for community-based, hands on opportunities that will have an impact on women, children and adolescents in the Greater Winter Haven area.

Done in a Snap projects cannot involve fundraising or be administrative (envelope stuffing, labeling, office work) in nature. The Junior League requests that a one month advance notice of an event be given to obtain the necessary board approvals. The League cannot guarantee volunteers. If volunteers choose to sign up for your event through **Done in a Snap**, the chairman will contact you within two weeks of the event.

Thank you for considering the *Junior League of Greater Winter Haven, Inc.* as a source for dedicated, community minded volunteers. We hope that your volunteer opportunities meet the criteria of the Junior League of Greater Winter Haven, Inc. so that we are able to assist you! All volunteer requests must be approved by the **Done in a Snap** chairman and the Junior League's Community Vice-President.

Estimated number of individuals served by event: _____

Name of Agency: _____

Mailing address of Agency: _____

Physical address of Agency: _____

Contact Person: _____

Contact Person's Title: _____

Contact Person's email: _____

Contact Person's phone number: _____

Contact Person's Fax number: _____

Is Agency 501(c)(3) organization? Yes (____) No (____)

Outdoor Events Only: Because increment weather is always a possibility, please provide the name of the contact person in charge of the event and means of contacting this person the day of the event.

Contact person: _____

Means of contact: _____

Name of Event: _____

Description of Event: _____

Date(s) of Event: _____

Time of event: Day 1 _____

Day 2 (if more than one day) _____

Arrival time of volunteers: Day 1 _____

Day 2 (if more than one day) _____

Number of hours volunteers remain at event: _____

Do event participants pay a fee to attend the event: Yes (___) No (___)

If yes, please specify: _____

Does the event involve fundraising of any kind for your organization? Yes (___) No (___).

If yes, please specify: _____

Duties of *Done in a Snap* volunteer: _____

Will there be shifts? Yes (___) No (___)

If yes, specify shift times _____

Location of event: _____

Number of volunteers needed: _____

Special instructions or information _____

What attire should be worn? _____

Please provide direction to the event: _____

Please provide parking information and costs, if applicable: _____

May volunteers bring their own children? Yes () No ()

If Yes, what ages? _____

How did you hear of Junior League's Done in a Snap? _____

Have you used volunteers before? Yes () No ()

If yes, how and when? _____



*By submitting this application, you understand that this event can **neither be fundraising nor administrative** in nature and that the Junior League of Greater Winter Haven, Inc., can not guarantee volunteers.*