

Completing Your Project Proposal Form

Use this worksheet to help you complete the Project Proposal Form (skills, supplies and equipment section). The information that you provide to the United Way Volunteer Center is compiled into a Project List that is then distributed to Volunteer Team Leaders. **It is important that your Project Proposal Form be thorough and accurate, as the volunteers choose projects based on the information you provide.** Volunteers choose projects based on the skills, materials, equipment and supplies necessary, as well as the type of project and number of people it requires. In order to have a successful day, volunteers must be able to choose projects that match their availability and ability. Please provide accurate information for the Project List. **This worksheet will help you as you determine the scope of your project.**

Please transfer the requested supplies to the appropriate place on the Project Proposal Form—do not submit this form to the United Way.

If you are planning a building project, and you are unsure of the materials, equipment, and skills necessary to complete the project, please call and we will be happy to provide a professional to work with you as you develop your project.

Necessary Skills/Attributes		
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Electrical	<input type="checkbox"/> Musical
<input type="checkbox"/> Child Care	<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Organizational
<input type="checkbox"/> Clerical	<input type="checkbox"/> Financial	<input type="checkbox"/> Painting
<input type="checkbox"/> Computer Networking	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Patience
<input type="checkbox"/> Construction	<input type="checkbox"/> Interpersonal	<input type="checkbox"/> Physical Strength
<input type="checkbox"/> Creativity	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Problem-solving
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Leadership	<input type="checkbox"/> Research
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Mathematical	<input type="checkbox"/> Sewing

Project Name: _____

Item	Detail	Quantity	School Will Supply	Ask Team to Supply
Landscaping				
<input type="checkbox"/> Bulb Planters			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Garden Hoe			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Garden Hose			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Garden Spade			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gravel			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lawn Mower/Gas			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Leaf Blower			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mulch			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pitch Fork			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plant Clippers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Plants			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pruners			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rake			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Shovel			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Top Soil			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trees			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Weed Eater			<input type="checkbox"/>	<input type="checkbox"/>
Clerical				
<input type="checkbox"/> Computer			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copy Machine			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fax			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> File folders			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Labels			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paperclips			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pens			<input type="checkbox"/>	<input type="checkbox"/>
Painting				
<input type="checkbox"/> Drop Cloths			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Pans			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Rollers			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Scraper			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paint Stencil			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paintbrush			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Primer			<input type="checkbox"/>	<input type="checkbox"/>



Project Proposal Form: Skills, Supplies and Equipment Worksheet, Continued

Item	Detail	Quantity	School Will Supply	Ask Team to Supply
Construction/Renovation				
<input type="checkbox"/>	Caulk and Caulk Gun		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Circular Saw		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Concrete		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Drill		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hammer		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Hand Saw		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lumber		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Nails		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pencil/Paper		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Safety Glasses		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sandpaper		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Screw Driver		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Screws		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sheetrock/Drywall		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Staple Gun		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tape Measure		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Utility Knife		<input type="checkbox"/>	<input type="checkbox"/>
Cleaning				
<input type="checkbox"/>	Bleach		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Broom		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bucket		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mop		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Paper Towels		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rags		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rubber Gloves		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Soap		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sponges		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Squeegees		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Towels		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Trash Bags		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Trash Cans		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vacuum		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Window Cleaner		<input type="checkbox"/>	<input type="checkbox"/>

Item	Detail	Quantity	School Will Supply	Ask Team to Supply
Event				
<input type="checkbox"/>	Art Supplies:		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Balloons		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Card Table		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Flowers		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Games		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Glue		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Helium		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Markers		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Material		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ribbon		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Scissors		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Streamers		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Tape		<input type="checkbox"/>	<input type="checkbox"/>
Clothes				
<input type="checkbox"/>	Comfortable Clothes		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Long Pants/Long Sleeves		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Clothes		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Gloves		<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Equipment				
<input type="checkbox"/>	Back Hoe		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chain Saw		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cherry Picker		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Extension Ladder		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Extension Pole		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pickup Truck		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sewing Machine		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Walkie-Talkies		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wheelbarrow		<input type="checkbox"/>	<input type="checkbox"/>
Other				
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

