



Hands On
GEORGIA

Hands On Georgia Week 2009

Getting Started: Planning a Hands On Project

1. Choose a planning committee and decide what kind of project would benefit your community most. See attached list for project ideas.

2. Contact the appropriate agency or group in your community which would benefit from the project to discuss details such as scope, number of volunteers needed and supplies needed to complete the project.

3. Recruit volunteers by asking friends and co-workers or groups such as civic groups and scout troops. You may also consider putting flyers in school newsletters or church bulletins.

4. Contact local businesses or individuals that might donate money or resources to the project.

5. Decide how the project day will run:
 - a. Project Supervisors
 - b. Start and finish time
 - c. Welcome and Orientation
 - d. Supplies
 - e. Parking
 - f. Refreshments
 - g. Media/Photographer
 - h. Project Clean-up
 - i. Project Evaluations



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Hands On Georgia Week 2009 Letter of Intent Sample

Contact Information

Contact Person:

Organization Name:

Contact Mailing Address:

Contact Email:

Contact Phone:

Project #1 Information

Project Date(s):

Estimated # of Volunteers Participating:

Project Description:

Project #2 Information

Project Date(s):

Estimated # of Volunteers Participating:

Project Description:



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Hands On Georgia Week 2009 Project Completion Form

County:

Project Coordinator Information

Name:

Organization:

Phone Number:

E-mail Address:

Would you be interested in leading a project for Hands On Georgia Week 2009?

Yes No Not Sure

Does your organization currently have ongoing service opportunities in your community? If so, please provide details.

Would you be interested in partnering with Hands On Georgia to create future service opportunities during 2008-2009?

Yes, contact me Not at this time Not sure, tell me more

What could we do to improve Hands On Georgia Week?

Project Information

Total number of volunteers engaged:

Number of volunteers ages 17 and under:

Number of volunteers over the age of 18:

Project Duration (in hours):

Project Description:



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Hands On Georgia Week 2009 Project Ideas: Please send us yours!

- Build a wheelchair ramp
- Clean up a river bed
- Pick up trash on the side of a local street/park
- Paint a deserving individual's home
- Paint a mural at a local school
- Plant flowers at a local park
- Read/tutor a group of disadvantaged children
- Repair a local playground
- Mow grass or rake leaves for an elderly person
- Help stock/distribute items at a food bank
- Serve food at a homeless shelter
- Hold a clothing drive for a shelter or clothing bank
- Hold a children's book drive for the local library
- Visit residents of a nursing home
- Prepare and deliver meals to the homebound