

Webster Works Worldwide

Agency Contact Form for Extended Campuses and Alumni Chapters

When choosing a project or agency for your community service day, it's helpful to be prepared with a list of questions to ask about the agency and the potential project. This will help you determine if the agency is right for you and if your volunteers are right for the project. Also, by being well informed from the beginning, you'll enjoy smooth sailing on your project day.

Name of Organization _____

Address _____

Phone _____ Fax _____

E-mail Address _____

Summary of the Organization _____

Name of person who will be working with volunteers _____

(this can change – if possible, identify a back-up contact person) _____

Specific project to be done _____

Rain plan (if necessary) _____

Map/directions to project location _____

You want to do meaningful work. What benefit will the project have to the Organization? _____

Estimated Number of Volunteers needed _____ Will lunch/refreshments be provided? _____

Estimated No. of Hours to complete Project _____ Time project will begin _____

Materials/Tools that the Organization will supply _____

Anything volunteers should to bring (wear tennis shoes, bring gardening gloves, etc.) _____

Are there release forms that need to be signed? _____

Can we take photographs of our visit? _____

You must ask permission to take photos. If you send us photos, we assume you were given permission to take them.

If you plan to post your project on the internet, first receive written permission from the agency.

Ask if your team can take a 5-10 minute tour of the facility and/or have a staff member speak to them about the agency's services.