



United Way of Richland County Summer of Caring 2026

Agency Project Request Form

Agency: _____

Address: _____

Contact: _____ Title: _____

Phone: _____

Email: _____

Guidelines for submitting a project(s)

- Agencies may submit more than one project, and each project needs a separate request form.
- **Plan to have enough work for the volunteers to do from 9:00 a.m. to 3:00 p.m. allowing for lunch.**
- Describe the project to be completed by volunteers, include specifics, and skills needed. Examples include: Cleaning and organizing shelves. Paint 3 bedrooms: Primer, paint and trim 3 bedrooms. (Room sizes are 10 X 12 and 8 X 10). Perhaps some patching of walls, light fixtures, and windows washed in bedrooms.

If you have any questions, please contact Jodi Scott at (419) 525-2816 or jscott@unitedwayofrichlandcounty.org

Date of Project: _____ (Must occur between July 13 and September 30, 2026)

Please Submit a new request for each project

Project Description _____

Agencies are expected to provide **all supplies and lunch** for volunteers.

On-site Coordinator: _____ Contact Cell Phone: _____

Maximum number of volunteers requested: _____

Expectations required by volunteer Examples: heavy lifting, on the ladder, use of detergent, solvent or paint.

Does your agency have liability insurance that would include this event? YES _____ NO _____

Please complete this form and e-mail to: jscott@unitedwayofrichlandcounty.org