**2024 - 2025 Done in a Day Application**

Done in a Day is a series of concentrated projects that provide assistance to non-profit agencies by offering volunteers for community-based events on a short-term basis. Volunteers can provide support at a variety of events, however volunteers may not solicit funds or goods for an agency prior to or during an event. Done in a Day volunteers can help with events such as picnics, food bank distribution, holiday parties, egg hunts, 10K race water distribution, children’s shoe collection and delivery, just to name a few areas of assistance. Volunteer placements are generally scheduled in four-hour shifts over a time span of half-a-day, one-day or two-day periods. A single shift may not exceed 6 hours a day.

The following application deadlines apply for the 2023-2024 year:

* FALL Cycle: Applications due **June 28, 2024**for projects running September 1, 2024 through November 30, 2024
* WINTER Cycle: Applications due **September 30, 2024**for projects from December 1, 2024 through February 28, 2025
* SPRING Cycle: Applications due **December 30, 2024**for projects from March 1, 2025 through May 31, 2025
* SUMMER Cycle: Applications due **March 31, 2025**for projects running from June 1, 2025 through August 31, 2025

**I. Agency Information**

* Agency Name:
* Agency Contact (name, title, email address, and phone number) :
* Executive Director/CEO Contact (name, title, email address):
* Mission Statement:

**II. Project Request**

* Description of project to be completed by volunteers:
* Is any part of this project a fundraiser for the agency?
* Date(s) and time(s) of project:
* Is the project date flexible?
* Physical address (where project will take place):
* Is project indoors or outdoors?
* Minimum/maximum number of volunteers to ensure project success:

*Please note we cannot guarantee volunteer headcount until closer to the project date, once approved.*

* How would JLD volunteers be supporting the project?
* Please provide parking instructions.
* Volunteer attire and any other applicable information to know beforehand?
* Would the JLD volunteers be the only volunteers working on this project?
* Does this project have a need for a basic level Spanish speaking skillset? Will future projects potentially have this need?
* Is the project fully funded?
* If you require criminal background checks for this project, how are they paid for? If you do not require background checks for this project please answer “n/a”.
* Is there an orientation or training required for volunteers? If ‘yes’ please explain.

**III. Volunteer Accessibility**

The Junior League of Dallas values the contributions of all of our members, whose backgrounds and perspectives are diverse and wide-ranging. The following questions pertain to accessibility for any Junior League of Dallas members who may have mobility, visual, or hearing differences. Please note that your responses will not automatically disqualify your agency or placement(s) from being a part of the Junior League of Dallas community program.

* Please indicate whether or not the project above could be performed by a volunteer with a mobility difference or physical difference (e.g. wheelchair or walker usage).
	+ Yes: \_\_\_\_\_
	No: \_\_\_\_\_
* If no, please explain:

**IV. History**

* Has the JLD partnered with your agency in the past? (this includes Provisional Project, Community Partner, Transfer Project). If yes, in what capacity?

**V. Additional Documentation**

* Please provide any additional information you feel is necessary for the Done in a Day Committee to know about the proposed project.
* Please upload the following supplemental documents:
* Certificate of insurance evidencing general liability (if approved, agency will be required to name JLD as an additional insured by the date of the project)
* Letter certifying 501(c)(3) tax-exempt status

Please direct questions regarding the projects and application process to diad@jldallas.org.