



Notice of Intent to participate in Make A Difference Tallahassee 2008

*Make A Difference Tallahassee 2008* will take place on Saturday, February 23, 2008 (specific times are TBA). The purpose of this event is to bridge campus and community together, develop and strengthen partnerships, foster civic responsibility, and promote volunteerism in and around Tallahassee. Up to 400 volunteers are expected to participate and they will be prepared to volunteer at participating agencies. The hope is that after this “taste of service”, volunteers will be encouraged to continue serving their community.

Important elements of a quality *Make A Difference Tallahassee* service project:

- ✓ Designate someone at your agency to be on site to welcome and orient the volunteers upon their arrival.
- ✓ Spend a couple minutes explaining what the agency does, who it serves, etc.
- ✓ Provide volunteers with information about other volunteer opportunities at your agency.
- ✓ Provide adequate supervision and appropriate assistance for the volunteers.
- ✓ Have plenty of work for the volunteers to do for the entire period of time that they are scheduled to be there.
- ✓ If possible, plan to attend the welcome/kick-off/reflection/celebration portions of this event.

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Please complete this portion of this form and fax it to Heather Skojec at 850-644-3362 no later than Friday, September 28, 2007 to indicate your agency’s intention to participate. For more information about this event or for any questions you may have, feel free to call 850-645-1515.

Check one of the following:

\_\_\_\_\_ Yes, my agency intends to participate in this event!

\_\_\_\_\_ Unfortunately, my agency will not be able to participate in this event this year.

Name of agency \_\_\_\_\_

Address of agency \_\_\_\_\_

Contact person at agency \_\_\_\_\_

Contact phone number \_\_\_\_\_

Contact person’s email address \_\_\_\_\_

If you plan to participate, how many volunteers will you be able to accommodate (realistically) while also providing enough work to keep them each busy for 3.5 hours? \_\_\_\_\_

Thank you for your time!