



Volunteer Center

United Way of Volusia-Flagler Counties

PROJECT DEVELOPMENT PLAN

I. The Project

A. Describe the project, including the desired goal/outcome(s) and how this ties into your/the agency's goals:

B. Project Budget: _____

C. Community Service Partners – include name and contact information.

D. Frequency & Duration - Is this a one-time event or an ongoing project? What date(s) and time(s) will the project occur? How long will each session last?

E. Team Captains- include names and contact information, if applicable:

F. Projected Timeline:



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G. Inclement Weather Contingencies - Can this project be completed if it rains? If yes, are there alternate plans the volunteers should know about ahead of time?

H. Directions to the Project Location - It is important to be sure the directions are correct and easy to understand so that your volunteers don't get lost on the day of the project.

1. Driving Directions:

2. Directions for using Public Transportation (where applicable):

II. Tools & Supplies

A. What Tools and Supplies will you need to complete the project?

B. Who is providing the tools and supplies - include name, contact person, their contact information, cost, and the tool/supply they are providing

B. How will you secure additional tools and supplies for this project?



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C. When and where will tools and supplies be delivered in advance of the project?

V. Project Task Overview

Detail the scope of work for each task (in order of priority) that will be undertaken at your volunteer project. *(Please make as many copies of this as you need)*

	Number of Volunteers
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	

Remember, Volunteer Sign-In and Clean-Up should be listed as tasks. If your project is large, parking and catering management might also require task leaders and volunteers.



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III. Volunteer Recruitment

A. **Est. number of volunteers needed to complete the project:**

B. **General Volunteer Recruitment:** The internal volunteer recruitment contact agrees to take responsibility for recruiting _____ (#) volunteers. Volunteers will be recruited from:

C. **Community Volunteer Recruitment:** The agency representative agrees to take responsibility for recruiting _____ (#) volunteers. (This could include parents, students, community members, organization members, etc. depending on the agency partner.)

D. **Age Requirements:** Can children participate in this project? If yes, what ages?

V. Key Contacts

Keeping complete and accurate records for all contacts will enable you to easily thank people that have helped make your project a success.

A. Project Leader(s): (Include name, title, and contact information)

B. Community Service Agency Contacts - include name, title, and contact information

1. Chief of Staff:

2. Project Contact(s) – include name, title, and contact information:



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C. Project Task Leaders - include name, title, and contact information

D. Community Volunteer Recruitment Contact - include name, title, and contact information)

E. Tools & Supplies Contact: *(Name, Address, Phone, Fax, E-mail)*
(If applicable.)
