



# Project Request Form

Please type your information directly onto this form.

Agency Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Project Day Contact (if different): \_\_\_\_\_ Phone # (for project-day issues): \_\_\_\_\_

Project Location (if different from address above): \_\_\_\_\_

Special Driving/Parking Instructions: \_\_\_\_\_

Project Day(s)/Times (if specific event): \_\_\_\_\_ or Mark if project date is flexible:

Project Description (please list the tasks to be completed by volunteers and be sure there are enough activities to keep the team of volunteers busy for the duration of the project\*): \_\_\_\_\_

*\*Please note YVC projects may include icebreakers, team builders, reflection, and service-learning, depending on the project.*

Minimum Volunteer Age: (we work with ages 11-18 and there is always an adult Team Leader, but if your agency has a mandatory minimum age we can accommodate) \_\_\_\_\_

Requested Group Size: \_\_\_\_\_ Min: \_\_\_\_\_ Max: \_\_\_\_\_ (Please do not schedule other groups during YVC projects)

Lunch, snacks or water provided by your agency (any type of recognition is greatly appreciated): \_\_\_\_\_

Special instructions for volunteers (what to/not to wear, gloves, bug spray, etc.): \_\_\_\_\_

Rain Plan (if outdoor): \_\_\_\_\_

Waiver Required?: \_\_\_\_\_ Due: \_\_\_\_\_ How will YVC obtain?: \_\_\_\_\_

Volunteer Benefits/Additional Information (Please list any skills and experience this project may offer participants and any pertinent policies or project hazards we should be aware of): \_\_\_\_\_

**Please return this form to: [YVC@nwsymca.org](mailto:YVC@nwsymca.org) or  
Norm Waitt Sr. YMCA  
601 Riverview Dr.  
South Sioux City, NE 68776**