



5th ANNUAL GREATER HARRISBURG MARTIN LUTHER KING JR DAY OF SERVICE

PROJECT REGISTRATION FORM

Please join us on Monday, January 21, 2008 by hosting a project for the 5th annual Greater Harrisburg Martin Luther King Jr. Day of Service. Join tens of thousands of volunteers of all backgrounds and ages in the largest Martin Luther King Jr Day of Service in the Central Pennsylvania. Celebrate Dr. King's life and legacy by turning community concerns into citizen action.

*"Life's persistent and most urgent question is, What are you doing for others?"
-- Dr. Martin Luther King, Jr.*

PLEASE...

- ♦ Provide complete answers to ALL the questions
- ♦ Type or print clearly – you may attach a business card where appropriate
- ♦ Photocopy this form if you are planning more than one project (fill out one for per project)
- ♦ Avoid outdoor projects due to unpredictable winter weather.
- ♦ Plan and organize early!
- ♦ Call us at 717/319-9240
- ♦ Visit: www.mlkdayofservice.org

I. Project Coordinator/ Host Information

The project coordinator is the leader/organizer/designated point person for your project and serves as the liaison with our headquarters. The host organization is (generally) the lead-planning group. Note that we will provide your project coordinator with a Project Development Kit, as well as other technical assistance. The project coordinator and host organization are responsible for all aspects of the project, e.g. providing materials, equipment, food, refreshments and picking up King Day of Service T-Shirts for your volunteers.

- A. Project Coordinator (name and title) _____
- B. Host Organization _____
- C. Mailing Address _____
- D. Phone: (Day) _____ CELL _____ Email: _____
- E. If you previously hosted a Kind Day of Service Project, did any of the volunteers continue serving throughout the year? Yes or No, Comments: _____

II. Project / Site Information

We recommend that all projects be held indoors due to the unpredictability of winter weather. We also suggest that each project starts around 9:00 am. Keep Dr. King's principles of equal opportunity, social change, and economic empowerment in mind when developing your project(s). Project reflection guidelines/suggestions are provided on-line. Feel free to photocopy this form if you would like to host more than one event. Please complete one form for each project and number each project (i.e. 1,2,3,)

- A. Name of Project Site (may be same as host) _____
- B. Project site address: (street _____
(City) _____ (State) _____ (zip code) _____
- C. County: _____
- D. If you are you partnering with another organization, please specify:

- E. Time of Project: Start _____ a.m. End: _____ p.m. _____

F. Brief Description of project:

- G. What range (s) of volunteers will be involved in this project? Ages: 6-9 10-13 14-18 18+ (circle)
H. Do you need additional volunteers from MLK Day of Service Office? Circle one Yes / NO

III. Volunteer Recruitment Information

Complete ONLY IF YOU NEED our MLK Day of Service office to provide you with additional volunteers on January 21st. This information will be shared with volunteers assigned to you.

- A. How many volunteers do you need from MLK Day of Service Office? _____
B. What age range (s) of volunteers is appropriate for the tasks needed in this project? (Circle ALL that apply)
6-9 10-13 14-18 18+
C. What tasks are needed of the volunteers (not the same as description) _____
D. Will lunch be provided for volunteers? Yes / No
E. Please provide directions to the project site (attach additional information if necessary):
By car (from nearest highway): _____
F. Is this project kid friendly? _____ Yes _____ No
G. Is this project wheelchair accessible? _____ Yes _____ No

IV. T-Shirt Order

All volunteers at your site will receive a free MLK Day of Service T-Shirt! It is the host organization's responsibility to pick up T-shirts for ALL volunteers.

- A. Head Count + total number of T-Shirts needed
1. How many volunteers/staff will be at your project? (include self /MLK recruit volunteers) A1. _____
2. How many facilitators/leaders will you have onsite at your project to help with activities A2. _____
B. Size Break-Down
1. For your # of volunteers (A1), please break down the sizes needed (limited supply, order cannot exceed 10)
2. For your # facilitators (A2), please break down the sizes needed: _____ large _____ X large

Please return this form by fax or mail by December 20th, 2007 to:
Greater Harrisburg Martin Luther King Jr Day of Service
American Family Coalition ♦ 902 Hamilton Circle ♦ Harrisburg, PA 17111
Phone 717/319-9240 **Fax** 717/561-0365 **Email:** MLK@pafamilies.org **Web** www.mlkdayofservice.org

Project Steering Committee