



JUNIOR LEAGUE OF ARLINGTON

Done in a Day Application Guidelines

Done in a Day (DIAD) supports local non-profit organizations by providing volunteers on a short-term basis for a one-time event. DIAD provides the members of the Junior League of Arlington the opportunity to participate in a variety of projects that have direct impact on the Arlington and surrounding communities.

DIAD projects should be short-term, one-time volunteer activities that can be accomplished in one or two 2-3 hour shifts. DIAD projects cannot include recurring activities such as planning committees that meet on an on-going basis. Additionally, the Junior League will not commit to more than 2 DIAD events per month and none that coincide with major League fundraisers.

Criteria for Eligibility:

- The requesting agency must submit a 501(c)(3) tax designation letter or be in the advanced ruling period for obtaining this designation.
- Projects must meet a community need in the Arlington area and state clearly defined goals and objectives.
- Projects must embrace the spirit of the Junior League of Arlington's Mission Statement and focus area: **Supporting Women, Children, and Families in Crisis**.
- Projects can include a variety of events, including fundraisers. However, Junior League of Arlington volunteers may not solicit funds or goods for an agency prior to or during an event. This includes, but is not limited to, all financial transactions such as "checking out" participants when money is involved, selling raffle tickets, and collecting donation envelopes.
- Projects may not involve Junior League of Arlington volunteers in any medical research, political, or religious matters. In addition, volunteers may not serve alcohol, drive moving vehicles, or do routine administrative tasks.
- The Junior League of Arlington does not provide supplies or funding for DIAD projects, only trained volunteers.
- If the DIAD request is granted, JLA member participation will be acknowledged by the use of the Junior League of Arlington name and logo where appropriate (flyers, media, etc.).



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Done in a Day Application for Volunteers

Organizations that wish to apply for Junior League of Arlington support for a Done in a Day project should complete and submit the DIAD Application for Volunteers. It is preferred that agencies submit DIAD requests at least six weeks prior to the event.

Agency name:

Mailing address:

Phone number:

Contact person at agency: Email:

Mission Statement of agency:

Primary focus area of agency (i.e., child abuse):

Website of agency:

Event/Project name: Date:

Purpose of event/project:

Location of event/project:

Specific time(s) of each volunteer shift(s): (each shift is approximately 2 to 3 hours)

Number of volunteers you are requesting per shift:

Number of total volunteers you are requesting for the event:

Describe in detail what tasks the JLA volunteers will perform during your requested shift time(s). Please include whether activities are appropriate for women who are pregnant and if they can accommodate volunteers with physical disabilities/limitations:

Are children able to volunteer? If so, please state the appropriate age range:

What, if any, training is required for JLA volunteers?



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Who will be on-site to coordinate the volunteers?

Cell phone number:

Please explain how your organization/event supports the JLA focus area of **Supporting Women, Children, and Families in Crisis**:

How will the JLA's support of your event and contribution of volunteers be recognized and/or publicized at the event?

Please provide any additional information about your organization and/or this specific event that you feel will be helpful:

**Please fax or email your completed application and
the agency's IRS 501(c)(3) determination letter to:**

Done in a Day

The Junior League of Arlington

Fax: 817-277-9505

Email: vpcommunity@jlarlington.org