

Athens Martin Luther King, Jr. Day of Service 2018

# Projects, Tools, and Central Sites

Instructions and Application Forms



## **Martin Luther King, Jr. Day of Service 2018**

***“What Are You Doing for Others?”***

**Monday January 15, 2018**

**8:30am - 12:30pm**

**Thank you for your interest in hosting a project site for the 2018 Athens Martin Luther King, Jr. Day of Service.**

### **Who can host a project site and how?**

Any public/private nonprofit, healthcare organization, or public agency in the Athens-Clarke County area is eligible to host a project site for the 2018 Martin Luther King, Jr. Day of Service. There are two different types of sites: central sites, which can host fifty or more volunteers, and affiliate sites, which can host fewer than fifty volunteers.

Please complete the attached Project Recommendation Form and return it by Friday, November 17, 2017. If your project is accepted for MLK Day, a representative from your organization will be asked to attend monthly steering committee meetings. If you would like your project to be considered for the central site list, please fill out the additional Central Site Application.

### **How can tools be borrowed from the Athens Area Tool Shed?**

Any eligible Day of Service project site can request tools for their project; however, priority will be given to the larger central sites. To place the request, please complete the Tool Request Form (included in this packet) and submit it to Keep Athens-Clarke County Beautiful (KACCB) by November 17, 2017. A staff member from KACCB will be in touch with you regarding the availability of your requested tools.

### **Who can I talk to if I have more questions?**

Contact Cecile Riker at 706-613-3440 x384 or [cecile.riker@athensclarkecounty.com](mailto:cecile.riker@athensclarkecounty.com), or Stacey Farrell at 706-613-3501 x312 or [stacey.farrell@athensclarkecounty.com](mailto:stacey.farrell@athensclarkecounty.com).

### **Steps to complete by November 17, 2017**

- 1.** Complete the Project Recommendation Form and return to Cecile Riker by fax to 706-613-3444 or by email to [cecile.riker@athensclarkecounty.com](mailto:cecile.riker@athensclarkecounty.com).
- 2.** Complete the additional Central Site application if your organization is in need of fifty or more volunteers for the project on Martin Luther King, Jr. Day of Service and return to Cecile Riker by fax to 706-613-3444 or by email to [cecile.riker@athensclarkecounty.com](mailto:cecile.riker@athensclarkecounty.com).
- 3.** If tools are needed, complete a Tool Request Form and return to Stacy Smith by fax to 706-613-3504 or by email to [stacy.smith@athensclarkecounty.com](mailto:stacy.smith@athensclarkecounty.com).

You may be contacted during the months of November or December to meet with one of our committee members who will visit with you at your site. If you've applied to be a central site, you may be asked to answer some questions regarding your application at this time. All projects will be contacted before January to confirm participation and tool/volunteer support for this year's event.



## Martin Luther King, Jr. Day of Service – January 15, 2018

### “What Are You Doing for Others?”

The Athens MLK Jr. Day of Service Steering Committee is seeking project sites for the 2018 Martin Luther King, Jr. Day of Service. Each year, hundreds of volunteers come out from **8:30 a.m. to 12:30 p.m.** on Martin Luther King, Jr. Day to work on community enhancement projects such as planting trees, cleaning up cemeteries, and painting over graffiti.

**Priority** for tools and volunteers will be given to organizations located within Athens-Clarke County.

All projects must identify their own project leader and that project leader must attend a short training the week before MLK Day (dates/times to be announced).

### Project Site Recommendation Form

Eligible Organizations include (check one):    Public/Private Nonprofit    Health Care Organization    Public Agency

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell phone (*for use by MLK Committee on day of event*): \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Project name/type: \_\_\_\_\_

Project description: (*Example: Volunteers will beautify Clarke Central High School by planting bulbs around the sides of the building and mulching areas that are bare clay and around the trees.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Minimum age for volunteers (*all volunteers under age 16 require adult supervision*): \_\_\_\_\_

If you are not available to supervise the project yourself, please indicate the name, email and cell phone number for a staff member or volunteer who can oversee the project on January 15:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How many volunteers are needed? (Minimum 10 volunteers per site): \_\_\_\_\_

Are any special skills required for the project? Describe: \_\_\_\_\_

What additional financial resources/materials might you need to complete this project? \_\_\_\_\_

\_\_\_\_\_

The deadline for all project form submissions is **Friday, November 17<sup>th</sup>.**

Please return to Cecile Riker at [cecile.riker@athensclarkecounty.com](mailto:cecile.riker@athensclarkecounty.com) or fax to 706-613-3444.



## Martin Luther King, Jr. Day 2018 “What Are You Doing for Others?” Central Site Application

Applications are **DUE November 17, 2017**

**Instructions:** Please read the qualifications and guidelines below before filling out the form. **INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR REVIEW.** The application deadline is November 17<sup>th</sup>, 2017.

**Purpose:** A Martin Luther King, Jr. Day central site will host a large service project (fifty or more volunteers) taking place on Monday, January 15, 2018 in conjunction with the Athens Martin Luther King, Jr. Day of Service. Central sites will receive priority in tool and volunteer requests and support.

**Qualifications:** Applicant must be a private/public nonprofit, healthcare organization, or public agency in the Athens-Clarke County area whose large project would not be possible without additional tools and volunteers.

**Eligible Requests: Priority will be given to projects for 50 or more volunteers that plan for sustainability and long-term use for the benefits of Athens-Clarke County citizens.**

**Deadline & Notification:** All applications are due on Friday, November 17<sup>th</sup>. If needed, a site visit will be scheduled in December to discuss your application. Final decisions will be made by December 8<sup>th</sup>.

Agency Name: \_\_\_\_\_

1. Please provide a detailed description of your MLK Day service project, including the number of volunteers necessary to complete the project.

2. How will this project impact your school/agency and the Athens community in the next year? Five years? Ten years?

3. How will your project be impacted if you are not selected as a primary site?

**Please submit this application with ALL of the above information to:**

**Mail:** Cecile Riker  
ACC Transportation & Public Works  
PO Box 1868  
Athens, GA 30603

**Fax:** 706-613-3444  
**Email:** cecile.riker@athensclarkecounty.com  
**Phone:** 706-613-3440 x384

**TOOL REQUEST FORM (IF NEEDED)** – return to [stacy.smith@athensclarkecounty.com](mailto:stacy.smith@athensclarkecounty.com) or fax to 706-613-3504.

<b>Name of Borrowing Community Partner:</b>					
<b>Project Name/Description:</b>					
<b>Contact Person, Phone Number &amp; EMAIL:</b>					
				<b>Replacements</b>	
Quantity	Supply Name	Pulled	Missing	Broken	Cost
	wheelbarrow				\$50
	round-tip shovels				\$10
	square-tip shovels				\$16
	leaf rakes				\$15
	hard rakes				\$17
	long-handled loppers				\$25
	hedge shears				\$22
	hand trowels				\$10
	hand weeders				\$8
	hand cultivators				\$10
	hand pruners				\$10
	bulb planters				\$10
	garden hoes				\$15
	2-prong hoes				\$15
	pick mattocks				\$25
	pitch forks				\$25
	tree pruner				\$40
	rototiller				\$600
	roto-edger				\$100
	gas-powered weedwacker				\$100
	post hole digger				\$30
	gas-powered blower				\$100
	rubber mallet				\$5
	tape measure				\$10
	litter grab-its				\$15
	cigarette butt stick				\$15
	safety vests				\$10
	latex gloves				N/a
	brooms				\$10
	dustpans				\$10
	large trash bags (units of 10)				N/a
	paint or blade scrapers				\$10
	roller tray				\$2
	roller cage				\$5
	5' extension pole				\$10
	water cooler				\$40
	100 ft. extension cord				\$15
	5-gallon buckets				\$3
	bow saw or razor tooth saw				\$10
	hammers				\$10
	screwdrivers				\$2
	putty knife				\$5
	orange safety cones				\$10
	work gloves (pairs)				\$5
	First Aid kits				\$20