

SERVE 2022 Project Proposal & Planning Form

REQUIRED Information – Please complete this entire section

Describe the Project (Please include details as you feel necessary. You may also attach a page if more space is required.)

Name of applicant	Date
Phone #	Email
Worksite Information – A Site Contact Person is required. (Home owner, site manager, landlord, agency, etc.)	
Contact Person	Site Address
Cell Phone #	Email

Project Parameters

Time Required # ___ people # ___ of days

Our workers are aged 12 – 18 so please keep this in mind when determining the suitability of the project and determining the number of hours required. We encourage approximately 10 people for 2 days and will work with variations to meet your requirements. **(Hours from 9 am – Noon and 1 pm to 3:30 pm on July 4-5 and 7-8)**

List any approvals, permissions or notifications needed. (e.g. Landlord, other residents, neighbors or none) with contact names and numbers if available.

List any building permits or code observances that may be required. (We may not be able to accept such projects) or say, “Not Needed”

Project Identity – FOR USE BY SERVE 2022 ADMINISTRATOR ONLY

Project Name		Date Received	
Project Type		Project ID#	

ADDITIONAL Information – Please complete as much of this section as you are able. All additional information is helpful.

Normal work hours will be 9:00 AM – 3:30 PM. Workers will have a bag lunch with them but will need access to drinking water and washroom facilities during the day.

Earliest time job can start in the morning

Latest time workers must leave the site

List sensitivities among residents at site. (e.g. smoke, fumes, photography, fragrances, overstimulation)

List types of tasks to be done if not listed elsewhere. (e.g. nailing, painting, gardening, cleaning)

Special skills required

Special skills desired

Please Note – Tools and materials must be provided by the homeowner, agency, renter, or landlord. SERVE 2022 provides the labour & a measure of good cheer.

Materials provided

Tools provided

Rentals required (special tools, trailers, transport)

Safety equipment needed (e.g. gloves, eye protection, footwear)

Any other information that may be helpful for approving and planning this project: