



**JUNIOR LEAGUE OF  
TOPEKA**  
Women building better communities®

*Request for “Done in a Day Project” Proposals  
by the Junior League of Topeka*

The Junior League of Topeka is now requesting proposals for volunteer-based projects from community organizations which can be completed by League members during the course of several hours. These “Done in a Day” projects may include, but are certainly not limited to, activities such as: painting projects, cleaning up a park, or serving a meal. The goal is to provide Topeka community organizations with a short, efficient, and effective, volunteer blitz from our talented and professional membership.

The League is offering the volunteer services of its membership to community organizations. The League is *not* offering any financial contributions to projects, as the financial resources of the League are designated to support Diaper Depot, which is the League’s large community impact project at this time.

The League has an active membership of approximately fifty women in the Topeka community, and is focused on promoting volunteerism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. As such, the League aspires to complete at least four Done in a Day projects per year, but the frequency and timing of such projects depends on many factors.

The League reviews proposals at all times. Responses to proposals will be sent out within 45 days of submission. All accepted projects must serve the Topeka, Kansas, community; all partnering organizations must agree to indemnify the League and its volunteers; all accepted projects must further the goals of the Junior League of Topeka. The League reserves the right to deny any proposal for any reason the League deems appropriate.

*Please submit the following information to complete your request.*

Name of Organization:

Contact Information (Name, Position Title, Email, Phone, Address):

Brief Description of Organization (include mission statement and population served):

Is your organization a 501(c)(3)?

Does your organization indemnify its volunteers?

Project name and brief description:

How many members is your organization requesting?

What is the minimum and maximum number of members needed?

How long will the project take the requested number of members to complete?

What type of tasks will your organization ask League members to complete during the project?

By what date does the project need to be completed?

During what days and time of day would the volunteer hours occur?

Who will supervise League members during the project?

Does the project require special training or certification of our members?

Does the project require special clothing or tools? Please specify whether your organization will provide the required items.

How does this project benefit the Topeka community and/or further the goals of your organization?

Will the project be promoted? If so, please describe how. Will League be mentioned as part of the promotion?

Please include any other details which may impact the League's decision.

*Please return the completed form for consideration to:*

Junior League of Topeka  
1251 SW Arrowhead  
Suite 120  
Topeka, KS 66604

*or:*

[email@jltopeka.org](mailto:email@jltopeka.org)