



## JUNIOR LEAGUE OF TOPEKA

### Request for Volunteers

The Junior League of Topeka is now accepting requests for volunteer-based projects from community organizations which can be completed by League members during the course of several hours. These “Immediate Impact” projects may include, but are not limited to, activities such as: painting, 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. Volunteer requests should have an impact on child welfare as impacted by community instability or violence and should not be to support fundraising efforts.

The League is offering the volunteer services of its membership to community organizations. The League is *not* offering any financial contributions to projects. To be considered for financial and volunteer support please consider applying for our [annual community partnership](#).

The League has an active membership of approximately sixty 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 Immediate Impact 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 number of volunteers you'd like?

What is the maximum number of volunteers 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?

If the project timeline is flexible, by what date does the project need to be completed?

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

Where will volunteers report to?

Who will supervise League members during the project?

Does the project require special training or certification of our members? If so, what?

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

How does this project impact child welfare as impacted by community instability or violence?

Is this project a fundraiser for your organization?

If the project is being promoted, please describe how and if the Junior League will 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:

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