

## Group Volunteer Project Description Worksheet

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**Project:** \_\_\_\_\_

**Date(s) project is to be completed:** \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

**Outline of major responsibilities or a task list:** *Summarize here; then attach individual activity descriptions or instruction sheets.* \_\_\_\_\_

**Number of volunteers or volunteer hours needed:** \_\_\_\_\_

**Qualifications Needed:** \_\_\_\_\_

**Outcome/Goals:** *How will you and the group know that the activity is being done correctly or that the project is successful? How will you measure the results?*

**Training and Support Plan:** *How will everyone be prepared for the project and oriented to the agency? Who will supervise or be the contact point in your organization?*

**Reporting:** *What reports will be expected, in what form and how often?*

**Benefits:** *What will the group and individual volunteers get in exchange for service (tangible and intangibles)?* \_\_\_\_\_