

Portsmouth Service League In-Kind Request GUIDELINES

The Portsmouth Service League (PSL) is a volunteer organization made up of young women who are involved in the betterment of the Southeastern Virginia community. PSL trains its members to be responsible civic leaders by educating and involving these members in a variety of local educational, civic, and volunteer opportunities. The group consists of women from many different backgrounds and with varied careers. Many members have lived in Portsmouth all of their lives, while many are newer to the area. Every member seeks to improve her community.

PSL gives back to the community in two specific and tangible ways:

- PSL members dedicate many hours each year through direct volunteer activities in support of area non-profits.
- Funds made available to us through our fundraising activities and through our wholly owned property, the Woman's Club of Portsmouth, are available to support area non-profits.

Requests for volunteer service hours and in-kind donations should be submitted via the Portsmouth Service League Volunteer Service Hour/In-Kind Donation Application. These Applications may be submitted throughout the year and will be acted upon within 60 days. However, please be aware that the PSL League Year runs from September 1-May 30 and that action on service hour and in-kind donation requests may not be feasible during the summer months.

Portsmouth Service League
VOLUNTEER HOUR/IN-KIND DONATION APPLICATION

Please attach this form to the front of your grant request package. Although each proposal will be thoroughly reviewed, this form helps streamline the grant review process. You must complete the entire package to be considered for community assistance funds. If hand writing, please print.

1. In as few words as possible, please describe the requested volunteer assistance and/or in-kind donations.

2. Name, title, telephone number and email address of primary contact for any further details or questions.

Name: _____ Title: _____

Telephone: _____ Email: _____

Portsmouth Service League
VOLUNTEER HOURS/IN-KIND DONATION APPLICATION OUTLINE

- I. Background Information on Organization Requesting Funds
 - A. Name and Purpose of Organization
 - B. Brief Summary of Organizational Activities
 - 1. Activities/programs
 - 2. Success to date in meeting purpose
 - C. Organizational Structure
 - 1. Name and biographical sketch of paid chief staff person or executive officer
 - 2. Board of Directors
 - 3. Number of paid, full-time employees
 - 4. Number of paid, part-time employees
 - 5. Are volunteers used in your activities? How many? How are they used?
 - D. Has the Organization been a recipient of funds or volunteer hours from PSL before?
- II. Summary of Proposed Activity for Volunteer Assistance
 - A. How many volunteers are needed?
 - B. What will volunteers be doing?
 - C. Please state the dates and times that volunteers will be needed.
 - D. Are there any special instructions for volunteers? (i.e., where to park, how to dress, recommended hat/sunscreen for long sun exposure, any work gloves or tools that should be brought along).
- III. Summary of Items Requested
 - A. Describe the item(s) requested.
 - B. What purpose will the item(s) serve within your organization or within the community?
 - C. Is this a one-time or an on-going need?
- IV. By submitting a volunteer hour/in-kind donation application you are agreeing to notify The Portsmouth Service League immediately in the event funding for the item(s) requested is committed or received from another source.