

Work Collection Form

Name of person filling this out: _____

Contact Information: _____

For individual contacts, this is the name the person we are visiting and working for. For organizations, it's the name of the organization.

Contact Type (Circle One): Individual Organization

On-site Work Contact - First and Last Name: _____

This is the main contact for the site. For individuals, it is the person we should plan to touch base with upon arrival. For organizations, it will likely be someone in a volunteer coordinator position.

Phone Number (On-site Contact): _____

Street Address: _____ City: _____

Zip Code: _____

Available Work Dates (Make a Check Mark During ALL DAYS and TIMES That Would Work):

Which of the following times are the folks at this work site available?

	First Day (For example, June 21)	Second Day (For example, June 22)	Third Day	Etc.
Morning (9:30am - Noon)				
Afternoon (1:00 - 3:30pm)				

What is the scope of the project?

Take your best guess about how long it will take our missionaries to complete this project, after hearing about it in detail! LBH staff will make the final decision and confirm with the work site. If the scope of the job is larger than the options presented below, make notes in the space to the right!

Best Estimate - Circle One: 1 Group (5 Folks) 2 Groups (10 - 12 Folks)

Best Estimate - Circle One: ½ Day 1 Day 2 Days 3 Days 4 Days

Provide a good description of this work, including size and type of tasks:

Other notes:

Note supplies next side. Let the contact know that they will receive a confirmation postcard with the date(s) of service.

Are all of the supplies needed for this job provided at the work site?

_____ Yes - Missionaries don't need to bring anything else along!

_____ No - Some additional supplies would be needed! **If that's the case, fill out the below section!**

Do they need gloves? Yes No

What other supplies are needed to complete this job?

**** Depending on the job, this could be supplies for painting, yard work, cleaning, etc.**

Remind the work site, that LBH will do their best to provide the needed supplies, but these aren't guaranteed.
