

REQUEST FOR ASSISTANCE

East St. Louis Action Research Project -- Neighborhood Technical Assistance Center University of Illinois at Urbana-Champaign

REQUEST FOR ASSISTANCE DURING A 2002-2003 OUTREACH WEEKEND - SCOPE OF WORK

During Outreach Weekends, student volunteers from the University of Illinois work with neighborhood associations and non-profit organizations in East St. Louis, Alorton, Brooklyn, Centreville and Washington Park on public community development projects. These projects are identified by YOU. The weekends are an opportunity for important projects to be implemented and an opportunity for students to receive real world experience in community building.

In an effort to better understand the nature of your work request, please fill out the following form. You can either drop this form off at the Neighborhood Technical Assistance Center or fax it to either address below:

Attn: Billie Turner
Neighborhood Technical Assistance Center
527 Washington Place
East St. Louis, IL 62205
Phone: 618.271.9605, Fax: 618.271.9605

Justin Placek
East St. Louis Action Research Project
1209 S. Fourth Street
Champaign, IL 61820
Phone: 217.265.0202, Fax: 217.244.9320

ORGANIZATIONAL INFORMATION

Organization Name: _____ Today's Date: _____

Contact Person #1: _____ Phone: _____ Address: _____

Contact Person #2: _____ Phone: _____ Address: _____

DESCRIPTION OF WORK REQUEST

In the past, University volunteers have worked on a variety of projects with organizations. Some of these include:

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| <input checked="" type="checkbox"/> Door-to-door outreach and recruitment for an organization | <input checked="" type="checkbox"/> Neighborhood conditions mapping |
| <input checked="" type="checkbox"/> Neighborhood surveys | <input checked="" type="checkbox"/> Rehabilitation of public spaces |
| <input checked="" type="checkbox"/> Park and open-space beautification | <input checked="" type="checkbox"/> Community center work |

Since this is a volunteer activity and we receive numerous requests, please relate how this work benefits your organization, its members and the community at large so that we are able to prioritize your request with the other requests received. Please describe the type of work, the location and the overall reason for this being a community priority.

Traditionally, Outreach Weekends are staffed with volunteers who are students, staff and faculty from the University of Illinois. As volunteers, they really enjoy any interaction with residents and members of the organization while performing the service. As such, higher priority will be given to those projects that involve community residents. We require that AT LEAST TWO members of your organization are present throughout the duration of the work. Please explain how you will recruit members of your organization to participate along side volunteers and how many people you anticipate being able to join the students.

LOGISTICS

Please estimate the minimum number of volunteers and the minimum number of hours it will take to complete this work. To ensure that we don't provide more volunteers than there is work or tools, please tell us the maximum number of volunteers you think could work at the site at one time.

Minimum number of volunteers: _____

Maximum number of volunteers: _____

Minimum number of hours needed to complete work: _____

Please estimate the NUMBER of tools / materials that will be needed to complete this request:

____ Clipboards	____ Brush mowers	____ Hand saws
____ Surveys	____ Sledge hammers	____ Chainsaws
____ Pens/pencils	____ Breather masks	____ Paint brushes
____ Gloves	____ Screwdrivers	____ Paint rollers
____ Garbage bags	____ Hammers	____ Paint trays
____ Wheelbarrows	____ Nails/screws	____ Paint stirrers
____ Rakes	____ Tape measure	____ Cans of paint
____ Hand clippers	____ Power drill	____ Masking tape
____ Hedge clippers	____ Hoes	____ Floor covering (drop cloth)
____ Weed trimmers	____ Axes	____ Other
____ Lawn mowers	____ Ladders	____ Other

Please identify the tools / materials that your organization will provide to this project:

Is there anything else you would like to mention?

Thank you for your time in completing this form. If you have any additional questions, please contact Vicki Eddings or Justin Placek at 217/265-0202 or Billie Turner at the Neighborhood Technical Assistance Center at 618.271.9605.