



SERVICE PROJECT INTAKE FORM

Corporate

This intake form will be used to better identify your company's goals and motivation for participating in a corporate day of service with His House.

Date: _____

CONTACT INFORMATION

Company Name: _____

Contact Person's Information: _____

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

COMPANY INFORMATION & QUESTIONNAIRE

How did you hear about His House Children's Home? _____

What is your mission statement? _____

Company Information (*if different than above*):

Address: _____

Phone: _____ Fax: _____

Website: _____

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COMMUNITY INVOLVEMENT HISTORY

Do you have a current volunteer program? ☐ Yes ☐ No

If yes, what types of activities have you done in the past?

What is your role in your company's volunteering efforts?

Goals for Volunteerism:

What do you hope to achieve (goal) in this project?

Is there a specific area of interest or project you would prefer? ☐ Yes ☐ No

If a project or date has already been determined with our office, please provide details including expected completion date and budget (*if applicable*):

How many people do you expect to participate? _____

Is there a specific date or time of the week you would prefer? _____

What is the age range of the volunteers participating? _

Is this a mandatory or voluntary effort? _____

Where do you prefer the project to take place? (Please check one):

☐ Indoors ☐ Outdoors ☐ No Preference

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What type of volunteer work most interests you? Please check the types of projects you would like to participate in from the list below:

- ☐ Serving Meals to the Residential Cottages
- ☐ Taking Children on Recreational or Educational Outings
- ☐ Organizing the Donation Room
- ☐ Cottage Makeover (Room, Playroom, Backyard, Kitchen, Bathroom)
- ☐ School Makeover (Classroom, Office, Library)
- ☐ Landscaping
- ☐ Painting
- ☐ Sorting Food in Our Pantry
- ☐ Fixing Bicycles
- ☐ Fundraising, Donating
- ☐ Setting Up a Playground in the Cottages
- ☐ Other (please explain); _____

Please provide us with a sample timeline for your project. Include due dates for items such as when you will need your first proposal submitted; when you expect to have your first site visit; when would you like the project to be secured; etc.

DATE	ITEM

Are there any other project requests or details we should be made aware of?

Has your company allocated funds for this project? If so, what is the budget for your day of service? _

Please return your intake form via email to imarrero@hhch.org or fax it to 305-430-8533. Allow for 5-6 business days for the project to begin the initial phases of development. Meanwhile, if you should have any questions you can contact Iris Marrero 305-430-0085, Ext 202.