



Submit a Project For the City's 4th Annual Helping Hands Day



Dear Nonprofit Partners,

We are very excited to share the following Request for Service Projects on behalf of [The City of Winston-Salem](#):

For the past three years, we have been very successful in sourcing a wide variety of projects for the City's annual "Helping Hands Day," thereby mobilizing hundreds of their employees. This year, their fourth annual event will be held on **Friday, January 18th** during the MLK Day of Service weekend. While we expect approximately 300 employees to volunteer on this day, they will be volunteering in much smaller groups for a relatively limited time-frame. We hope this means that many of you will be able to take advantage of this opportunity. The employees are very motivated to help out in whatever way they can, which always makes for a great experience for volunteers and nonprofits alike.

Here are the parameters for the Helping Hands Day project submissions:

- Projects must take place from **10:00 am to NOON on Friday, January 18th in Winston-Salem.**
- Each project must accommodate approximately **10 to 25 employees**. We anticipate that there will be 15 to 30 total projects scattered across the city.

- It is very important to the City of Winston-Salem to seek diverse projects, but there is **no supply budget available**. The key is that the task be accomplished within a two hour time frame on Friday morning.
- Once projects are confirmed by the City, they will manage employee signups and send a list of volunteers to each site the week of the event, so that you will know exactly how many people to expect.
- Projects must be submitted via e-mail **no later than Friday, December 7th AT 5PM TO BE INCLUDED ON THE LIST**.

ALL project submissions MUST contain the following:

- **Name and contact information (email and phone number) for staff lead on project** (PLEASE don't assume that I have your current information, especially if it is not in a signature line in your e-mail).
- **Your organization's mission**
- **A brief (one-two sentence) description of project and how it connects to your mission.** (All projects are compiled into an Excel spreadsheet, so no attachments, photos, or other supporting documents can be included. Typing into the text of an email is the easiest option for both of us).

I hope you will be able to engage a small group of local city employees on your site! These service projects can be a great way for your organization to participate in the MLK Day of Service weekend, while getting an opportunity to share your mission with a network of potential ongoing volunteers. As always, feel free to contact me via email or phone if you have any questions, and I look forward to receiving your submissions!

Yours in Service,

Brittney

Brittney Albert
Community Engagement Specialist
HandsOn Northwest North Carolina
(336) 724-2866
BrittneyAlbert@HandsOnNWNC.org

STAY CONNECTED:



Hands On Northwest North Carolina, 751 West Fourth Street, Suite 200, Winston-Salem, NC 27101

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