



9th Annual St. Louis Serves Day
April 21st, 2012



Dear Friends in Service,

It's almost time! **APRIL 21st** will be the 9th Annual **ST. LOUIS SERVES DAY!** The AmeriCorps St. Louis City-Wide Service Team is psyched to help you engage community volunteers to accomplish all those little (or big!) things you've wanted to get done.

Use the forms below to submit a proposal to AmeriCorps St. Louis and the Office of Mayor Slay. Take a few minutes to think of a project that would be fun, make a big splash in your community or at your site, and be done in a day. In the past, we have only had the capacity to facilitate about 10 projects, so make yours a good one!

In past years, folks have cleaned cemeteries; walked dogs and scrubbed kennels; resurrected a car for a working mom; painted hallways, murals and fences; organized clothing closets and book shelves; tilled gardens; mulched streetscapes; built playgrounds and rocked babies. **What do you want to get done?**

St. Louis Serves Day is your chance to make it happen! APRIL 21st, 2012.

The St. Louis Serves Day application deadline is **Friday, February 17, 2012**, so be sure to complete and return this form in a timely manner. This is your chance to showcase what you do and let St. Louisans invest in helping you make it happen.

The City-Wide Service Team of AmeriCorps St. Louis, along with the office of Mayor Slay, is ready to serve you, as best we can, to recruit volunteers and garner resources . . . But, to start the conversation, *you have to APPLY!*

If you have any questions or concerns, please contact the City-Wide Service Team at 314-622-4093 or shoot them an email at cst@americorps-stl.org.

Sincerely,
Kathleen Becherer,
Program Director

AmeriCorps St. Louis
1315 Ann Avenue
St. Louis, MO 63104

Instructions For Filling Out and Submitting the Form

FILLING OUT THE FORM:

The 9th Annual St. Louis Serves Day proposal form is an interactive PDF file, which means you can go to each field, type in your information and save the completed form. The form will work better if using it in Adobe Reader 8.0 or higher. You can download a free and newer version of Adobe Reader at www.adobe.com.

If you cannot download a copy of Adobe Reader 8.0 or higher, you have the option of printing the form, filling it out by hand and then mailing the application to the AmeriCorps St. Louis office:

AmeriCorps St. Louis
RE: St. Louis Serves Day 2012
1315 Ann Avenue
St. Louis, MO 63104

Please fill out the form as completely as possible. You can tab from field to field to insert your information. Also, please keep in mind that applications are due **Friday, February 17, 2012** and we will only be able to accommodate a **limited** number of projects.

SUBMITTING THE FORM:

Once you have completed the application form, you have a few options on how you can submit it. You may want to save a copy of the completed proposal for your own records.

1. You can click on the **SUBMIT FORM** button at the top of page 1 and Adobe Reader will prompt you through the process of submitting the completed form to AmeriCorps St. Louis. You will be offered two options on sending the form via email. This is dependent on the type of email service you utilize.

- A. If you have an organization email address and you receive emails on your desktop, all you have to do is follow the directions given by Adobe Reader (8.0 or higher).

- B. If you have an internet-based email address (such as Gmail, Yahoo, Hotmail, etc.), there is an extra step to follow. Once you indicate your email type, Adobe will prompt you to save the document on your computer. Please use a different name to save the file (such as Gateway Greening Completed Application). Once the file is saved, you will need to attach the file to an email and send it to **cst@americorps-stl.org**.

2. You can print out the completed form and **fax it to 314-772-7109**.

3. You can print out the completed form and **mail it**.

Thank you so much for your time and consideration in participating in St. Louis Serves Day, 2012! In America, our greatest resource has always been each other.



St. Louis Serves Day, 2012 April 21st, 2012



SERVICE PROJECT HOST SITE APPLICATION

Organizational Information

ORGANIZATION NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

CONTACT NAME : _____

PHONE: _____ FAX: _____

EMAIL : _____

ORGANIZATION MISSION STATEMENT:

POPULATION YOU WORK WITH / SERVE:

Project Information

OF VOLUNTEERS YOU NEED FOR THIS PROJECT:

OF THE ABOVE NUMBER, HOW MANY CAN YOU PROVIDE?

ARE YOU WILLING AND ABLE TO PROVIDE LUNCH FOR THE VOLUNTEERS?

DO YOU HAVE ADEQUATE STAFF THE DAY OF SERVES DAY TO SUCESSFULLY OVERSEE AND IMPLEMENT THE PROJECT OR WOULD YOU LIKE THE ADDITIONAL HELP OF A PROJECT COORDINATOR?

HOW DO YOU PLAN ON RECRUITING VOLUNTEERS FOR THE DAY OF SERVICE IF YOU ARE PROVIDING YOUR OWN? *PLEASE CHECK ALL THAT APPLY.*

- From the neighborhood and surrounding areas
- Your own volunteer database
- Existing clientele

