



**PROJECT SITE REGISTRATION FORM**

Volunteer Arlington Day is produced by the Arlington Chamber’s Community Action Committee and connects Arlington businesses to Chamber member nonprofits for a few hours of assistance. Nonprofit organizations interested in receiving assistance from volunteers on this day should complete this form and return to the Chamber office.

Yes! My nonprofit would like to be a project site for **Volunteer Arlington Day 2020 on Tuesday, April 21.** Volunteers will be at your project site from **1:00 - 4:00 p.m.**

Organization: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please describe your hands-on project. What will the volunteers be doing? If the project requires physical labor, please specify.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minimum # of Volunteers Needed: \_\_\_\_\_ Maximum # of Volunteers Needed: \_\_\_\_\_

**Note:** A member of the Chamber’s staff will follow up with you to confirm your project arrangements. Non-profit organizations are responsible for furnishing any equipment necessary to perform the project (e.g., paint and brushes, landscaping tools, etc.). **If suggesting an *outdoor* volunteer activity, organizations should provide a back-up *indoor* project in case of inclement weather.**

Please submit this form using one of the methods below by 5:00 p.m. on **Friday, April 3.** For questions, contact Katie Nord, Events Manager at (703) 525-2400.

**MAIL:**  
 Katie Nord  
 Arlington Chamber of Commerce  
 2009 14<sup>th</sup> Street, North, Suite 100  
 Arlington, VA 22201

**EMAIL:**  
[knord@arlingtonchamber.org](mailto:knord@arlingtonchamber.org)