

SACS, Inc. PROJECT REPORT

Please RETURN project report at the next SACS meeting
to Kandi Oberlander or any SACS board member

Project: _____

Date: _____

Organization Contact: _____

Phone # _____

Project Chair: _____

Volunteer Hours: Begin: _____ End: _____

Total Volunteer Hours _____

WAIVER RELEASE

I recognize activities in which I may participate as a volunteer Singles Available for Community Service, Inc., member could potentially have a risk for injury. I will not volunteer to participate in an activity unless I am physically able and have no medical problems that may cause me to be at risk. I will assume all risk associated with participating in a volunteer activity. As a member of Singles Available for Community Service, Inc., I, and anyone authorized to act on my behalf, waive and release Singles Available for Community Service, Inc., its Board members, the activity sponsor, the sponsor's representatives from all claims or liabilities of any kind arising out of my participation in a volunteer activity even though that liability may arise out of negligence or carelessness on the part of those listed in this waiver.

Volunteer List

PLEASE PRINT NAME AND SIGN

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Responsibilities of Project Chair

- At the Meeting take the **SACK** with the white copies of the Sign Up Sheets completed by SACS members who wish to volunteer for the project.
- Serve as the contact person for the organization for which SACS is providing volunteers. **CALL the organizational contact ASAP to confirm the number of volunteers, the assigned jobs, and directions to the activity.**
- **Make a reminder phone call or send an e-mail to those who have signed up, one week before the project if possible.** to provide directions or other information (such as attire) that is needed about the project.
- **Participate in the project.** If for some reason you are not able to attend, contact another SACS member to take over as project chair the day of the activity.
- Be sure that the names of all SACS volunteers are recorded on the Project Report and that they read the waiver release. **All SACS volunteers need to read the waiver release and sign the form next to their name.**
Please make sure your name is filled in on the “Project Chair” line.
- When the event has more than enough volunteers, it is the chair’s responsibility to contact the Website Coordinator at sacswebmaster@gmail.com to have the event on the Website marked as “**Full**”.
- Turn in the Project Report at the next SACS meeting to Kandi Oberlander or any SACS board member. You may also email the information to sacsmemberrecords@gmail.com
This is important so that SACS can track the number of hours its members volunteer in the community.
- Present the project at the meeting and explain what the activity was and what the volunteers did.
- If any problem occurs with the organization or with one or more volunteers, please do not address the issue with the organization or member(s). Report your concern to the board and the board will discuss the proper course of action.