About The Junior League of the Palm Beaches
Founded locally in 1941, the Junior League of the Palm Beaches is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

Done in a Day Overview
In addition to its on-going community programming, every year the Junior League of the Palm Beaches (JLPB) solicits applications for Done in a Day projects. For each Done In A Day (DIAD) project, a group of Junior League members assist a local nonprofit organization or social service agency through hands–on volunteer work on a short-term basis. Funding of up to $2,500 is available and must be specifically related to the project described on the application.

In 2014, the Junior League of the Palm Beaches adopted a special focus on children and young adults in the foster care system. Projects with this emphasis will be given preference but others are not excluded.

Types of Projects
Done in a Day volunteers can help staff community events; sort and distribute at a food bank; improve a facility through painting and gardening; host celebrations that incorporate our focus on foster care; and preparing resources for clients - just to name a few. DIAD projects should leverage JLPB members in a volunteer capacity where they have direct contact with the organization's members, staff, clients, or direct beneficiaries of the non-profit's goods and services.

Projects that require fundraising activities, such as selling raffle tickets or obtaining silent auction items, are not eligible. JLPB will not provide volunteers for DIAD projects that require Junior League volunteers to serve alcohol, drive vehicles other than their own, or include recurring activities such as a planning committee that meets on an on-going basis.

Project Timeframes
Volunteer projects are generally scheduled in 3-4 hour shifts over a time span of a half-day, one-day or two-day period, between the months of September and May. Because most of our members work full-time, the vast majority of our projects take place on weeknights or weekends. JLPB is not able to commit to more than two DIAD events on any given weekend, and cannot commit to a DIAD event to be held during the week of a major League fundraiser (3rd week in November).

Application Guidelines and Criteria

To propose a Done in a Day project benefiting your nonprofit organization or social service agency, please complete and submit a Done in a Day Project Application no less than 8 weeks prior to your event. Projects will be considered on a first-come, first serve basis. Organizations whose projects are selected will be able to work with members of our Done in a Day committee, who are available to help with planning, purchasing of supplies, and logistics.

Done in a Day projects should be meet the following criteria:

- The applicant organization must be a non-profit agency with 501(c)(3) status.
- Projects should be located in Palm Beach County.
- Project must include a request for volunteers. While funding is available to assist with these projects, requests for only funds will NOT be accepted.
- Related funding may not be used for fundraising, capital campaigns, individual requests, travel expenses, salaries, stipends, political activities or religious purposes.
- Preference will be given to projects that focus on children and young adults in the foster care system.
- Prior to sending volunteers, the Junior League of the Palm Beaches requires a Certificate of Liability Insurance from the hosting organization. Please have your insurance provider include JLPB as an additional insured (your insurance agent can provide this to you at no cost).

How to Apply

Application must be completed in full and submitted to DIAD@jlpb.org. If you have any questions regarding the application or the Junior League of the Palm Beaches, please feel free to email your questions to DIAD@jlpb.org.

DONE IN A DAY APPLICATION

ORGANIZATION/AGENCY INFORMATION
- Organization Legal Name:
- Organization Nickname (if applicable):
- Is your organization a 501(c)(3) non-profit agency?
- Address:
- City/State/Zip:
- Phone number:
- Website:
- Executive Director/President:
- Has the organization received JLPB assistance in the past? If so, provide the date(s) and describe the assistance received.

Project Contact
Name:
Title:
Phone Number:
Email Address:

Organization Mission Statement:

Please provide a brief history of your organization, including how many years the organization has been in operation. (500 characters maximum)

PROJECT DETAILS - OVERVIEW

- Project Title:
- Project Date(s) & Times:
- Project location and address:
- Brief overview description:
- Describe the community need that this project will fulfill:
- Identify the goals that you expect to accomplish through this project.
- How will the organization evaluate the project and its impact? Is the organization willing to share its evaluation with the League?
- How many people will be impacted by or benefit from this project?
- Describe the demographics of the population served by this project.
- May we publicize the JLPB's participation at the event?
- Are we allowed to take photographs during this event for use in our marketing materials?
- If so, do we need to have signed photo releases?
- Is there any additional information JLPB needs to know?

PROJECT DETAILS – VOLUNTEER NEEDS

- Number of volunteers needed for project:
- Number of hours needed per volunteer:
- Describe how the volunteers will be utilized and what they will be doing for the project.
- Is special training needed or preferred for the volunteers? If yes, please explain.
- Does the project implicate any safety concerns for the volunteers?
- Location (including address) where volunteers will sign in for shifts:
- Dress code for volunteers:
- Parking arrangements for volunteers:
- Name and cell phone of on-site volunteer coordinator:

PROJECT DETAILS – FUNDING & BUDGET

- JLPB funding requested:
- How will the funding be used?
- Are you able to accept partial funding if available?
- Total cost of project: