

Serve Your City Project Application Guide – Hands-On Projects

This application is for scheduled Serve Your City projects where volunteers will gather at a specific date, time, and location to complete physical, task-based service. Examples may include painting, landscaping, cleaning, repairs, beautification, organizing, building, setup, or other hands-on work that helps a partner organization or community site.

Prior to submitting the online project application, please gather information on the following questions. When you are ready, [click here](#) to complete the project application

Project Overview & Site Readiness

- What is the primary goal of this project? What will be noticeably different or improved when volunteers leave?
- What is the total estimated number of volunteers needed to complete this project in four four-hour shifts?
- Does location have enough parking spots to accommodate all volunteers?
- Describe parking instructions for this project site.
- Are there any access restrictions we should know about?
- Will project require any permits, HOA/School District approval, etc?
- Will volunteers be exposed to ladders, power tools, paint, heavy lifting, or active construction site?
- Will the partner organization require north coast volunteers to sign their organization's waiver?
- What is the estimated cost of project? Will partner be contributing to any funds or materials?

Project Design:

- Begin identifying how you may want to divide your site into sub-projects.
 - Example: "Fence Painting" at Green Oak Ranch - 20 volunteers per shift - Light Duty - Ages 14 and Up.
- What is the biggest constraint to scaling volunteers on these projects?

Project Leadership

- If a project manager has been identified, please include their email address, phone number, and t-shirt size.
- What skilled leaders or specialized experience may be needed for this project?

Next Steps

- What questions or unknowns still exist about this project?
- What support do you need from the Serve Your City Team?

Serve Your City Project Application Guide – Social Projects

This application is for scheduled Serve Your City projects where the primary volunteer activity is relational, social, hospitality-based, or people-facing. Examples include senior visits, community meals, games or activities with residents, encouragement events, hosting families, prayer/connection opportunities, or serving alongside community members.

Prior to submitting the online project application, please gather information on the following questions. When you are ready, [click here](#) to complete the project application

Project Overview & Site Readiness

- What is the primary goal of this project? What be different for the people being served, hosted, encouraged, or connected with by the time volunteers leave?
- How many volunteers can meaningfully participate across the scheduled shift(s)?
- Who will volunteers be interacting with, and what will volunteers be doing during the project?
- Is any coordination or preparation needed with volunteers in the days before the project? If yes, please describe.
- Are there any relational or safety considerations for this project?
- Can a North Coast Church Staff Photographer take photos at this project site? (Yes, No, With Guidelines)
- Does location have enough parking spots to accommodate all volunteers?
- Describe parking instructions for this project site.
- Are there any access restrictions we should know about?
- Will the partner organization require north coast volunteers to sign their organization's waiver?
- What is the estimated cost of project? Will partner be contributing to any funds or supplies?

Project Design:

- Begin identifying how you may want to divide your site into sub-projects.
 - Example: "Fence Painting" at Green Oak Ranch - 20 volunteers per shift - Light Duty - Ages 14 and Up.
- What is the biggest constraint to scaling volunteers on these projects?

Project Leadership

- If a project manager has been identified, please include their email address, phone number, and t-shirt size.
- What skilled leaders or specialized experience may be needed for this project?

Next Steps

- What questions or unknowns still exist about this project?
- What support do you need from the Serve Your City Team?

Serve Your City Project Application Guide – Donation Projects

This application is for Serve Your City projects focused on **collecting, purchasing, and delivering donated goods**. Examples include food drives, clothing donations, school supplies, household essentials, gift cards, and items from a partner organization's wish list.

Prior to submitting the online project application, please gather information on the following questions. When you are ready, [click here](#) to complete the project application.

Project Overview & Site Readiness

- What is the primary goal of this project? Who will benefit from donations?
- What would a successful outcome for this project look like?
- What items are being requested? Please specify quantity and any necessary sizes, brands, materials, or specifications.
- Are there any items the partner cannot accept?
- How will donations be collected?
 - Campus Collection – please provide drop off dates and times
 - Donor Delivery – please provide address, drop off times, instructions, and point of contact
 - Online Purchase – please provide wishlist or purchasing link

Project Design:

- What would a successful outcome for this project look like? Example – collect 500 pounds of food, donate 50 senior blessing bags, etc.
- Where will items be stored before delivery to the partner?

Project Leadership

- If a project manager has been identified, please include their email address, phone number, and t-shirt size.

Next Steps

- What questions or unknowns still exist about this project?
- What support do you need from the Serve Your City Team?