

March 10, 2023

The Community Foundation of Lafayette, in partnership with the City of Lafayette, and the Lafayette Chamber is in the process of planning the 2<sup>nd</sup> Annual **Lafayette Community Day and a celebration of Lafayette's 175+ Anniversary, scheduled for Saturday, June 3, 2023.**

Local nonprofit organizations are invited to submit proposals for volunteer projects at this year's Lafayette Community Day. We plan to have 10-12 hands-on, volunteer projects for this day-long event. Our desire is to have all projects take place in Lafayette. If your organization is not located in Lafayette, we request that any proposed project be designed so it can be conducted in Lafayette.

The volunteer time frame on June 3 is from 9:00AM-1:00PM, allowing for half an hour at each end for traveling to and from the Plaza in downtown Lafayette. Therefore, **the actual time volunteers will be working is from 9:30AM – 12:30PM.** There will be a light breakfast and brief kickoff rally in the Plaza Park beginning at 8:30AM, and a community lunch, entertainment and a celebration for our 175+ Anniversary in the Plaza Park following the volunteer activities.

**If your organization or group is interested in being considered as a host for one of these projects, here's what we need from you:**

- 1) Propose and briefly describe a single, meaningful project that can utilize 20+ volunteers by April 7. Proposals should not exceed a single page.
- 2) In this proposal, you must identify any related needs or requirements for this project (e.g., age, mobility, shelter, etc.) so volunteers are matched properly.
- 3) Please identify the location where the volunteer project will take place. If your organization is outside of Lafayette and a Lafayette location needs to be identified for use by your organization, please describe the ideal type of venue, i.e., size, any necessities such as running water, etc.

**If your project is chosen for this year's Community Day, your organization will need to do the following:**

- 1) Coordinate and work with (2) co-captains that will be assigned to your project. This will require at least one pre-meeting that needs to take place the week of April 17 so the project maybe refined, and the necessary resources and any related limitations can be more fully identified.
- 2) Be prepared to receive the volunteers and assign them accordingly for the 3-hour, hands-on volunteer time frame on June 3. We request that an overview of the importance of this project be shared with the assigned volunteers. The co-captains will be available to assist with this, keep volunteers engaged, and to take photos.
- 3) Report back (with assigned co-captains) at our post-volunteer celebration in Plaza Park from 1-1:30PM.

4) Participating organizations will also have the opportunity to have an informational table in a designated area adjacent to Plaza Park. If this is of interest, please let us know. More details to follow.

**IMPORTANT DATES & INFORMATION:**

- **All proposals must be submitted via email to [info@lafayettecommunityday.org](mailto:info@lafayettecommunityday.org) by 12pm on April 7**
- **Projects will be selected and organizations notified by April 13**
- **Selected organizations and assigned co-captains meet the week of April 17**
- **Assigned co-captains submit a brief project description by April 24**
- **Volunteer Sign-ups are scheduled to begin on May 1**
- **2023 Lafayette Community Day on Saturday, June 3 - 8:30AM-2:30PM (9:30-12:30 volunteer time)**

If there are any questions, please email [info@lafayettecommunityday.org](mailto:info@lafayettecommunityday.org).

Thank you in advance for your consideration and time in preparing your proposal. We deeply appreciate all the nonprofit organizations and groups who help to make Lafayette stronger, better, and kinder. We look forward to celebrating and collaborating with these vital organizations during this second annual event as well as future Lafayette Community Days.

With sincere appreciation and gratitude,

The Community Foundation of Lafayette