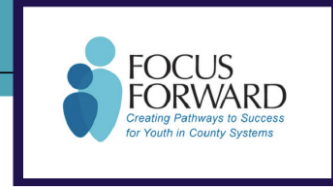


VOL Operations Projects Form



Project Name: _____

Project Lead: _____

Purpose of this project:

Skills Needed:

1. _____ 3. _____
2. _____ 4. _____

Timeline:

Start Date	Mid Date for Check-In	Final Date for Submission
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Intended Outcomes for this project:

Instructions: Use action-based vocabulary to articulate what will be accomplished at the end of the project including complete, analyze, secure, promote, revise, improve, etc.

Example: Promote the volunteer opportunities at Focus Forward.

1. _____
2. _____
3. _____

Signature of Volunteer Staff Member

Date

Signature of Project Lead

Date