



HOMER CITY COMMUNITY GARDEN & LEARNING CENTER



DONATION CREW

As a volunteer in this role, you will be responsible for reaching out to businesses through phone calls or in-person visits to request donations to support our organization. We provide a letter template for those requiring an official donation request. Upon receiving donations, please deliver them to Citroni Accounting on Main Street, where they will be specifically allocated for our organization. Ensure all checks are payable to "Homer City Parks & Rec" and include "Community Garden" in the memo section. For donors who request a receipt, Citroni Accounting can issue one for their records. After this process, please submit all relevant paperwork to the Chairperson of the Garden. We also need someone to complete grant applications to secure funding for our garden. Prior experience or knowledge of grant writing is essential. After completing each application, share all pertinent information with the Chair. Lastly, it is necessary to maintain an accurate record of all donations received. As a token of appreciation, please send thank-you notes to donors as needed. Your efforts will contribute to the growth & success of our community garden initiative.

Some Tasks May Include:

CALL BUSINESSES	COLLECT DONATIONS	DELIVER RECEIPTS
VISIT/ HANG FLYERS	REPORT DONATIONS	WRITE GRANTS
		SEND THANK YOUS

We would be thrilled to have you join our community garden initiative as a volunteer, & we look forward to working together in nurturing & cultivating this shared space! In the coming weeks, you can expect to receive communication from us about the specific activity you have generously chosen to assist with. We aim to gather information regarding your preferences, preferred time commitment, such as the number of hours per week/month & the duration of your involvement. This will enable us to create a well-organized & cohesive plan that accommodates your availability & ensures the success of our collective efforts. Thank you again for your invaluable contribution, & we eagerly anticipate embarking on this rewarding journey with you.

Sign Up On Our Volunteer Sign-Up Sheet!