

**LIVE UNITED® DAY Project Application**  
**Submit Completed Forms by July 1<sup>st</sup>, 2025**  
**2025 LIVE UNITED® DAY: Friday, September 12<sup>th</sup>**

Although it is our intent to meet all the needs of the community on Live United Day, United Way of Cass County reserves the right to accept or deny applications based upon available skills of the volunteers performing the work. Some projects may require specific skills developed through training, certification and/or licensing. Although we will try to match skills to meet project needs, if the proper volunteer is not aligned with a project, we may have to decline the project.

**United Way of Cass County's Role**

We rally volunteers, and in some cases, skilled trade professionals, to work at your project site. We do not provide funding for projects, but we will gladly work with you to identify possible sources for funding. We do not provide materials/equipment.

**Should your project be approved, you will need to provide:**

- Materials for project
- Water for the volunteers assigned to your site
- A bathroom nearby (if possible, we understand it's not always doable)
- A Site Coordinator who will be present on Live United Day

**The timeline is subject to change:**

- **July 1<sup>st</sup>** – Project Proposals due
- **July** – Committee meets, Project Manager completes Site Visits (if applicable) and helps coordinate and assign skilled labor volunteers
- **August 4<sup>th</sup>** – Notification of project approval/denial will be sent by this date. We will send notifications sooner, if able to do so.

**LIVE UNITED® Day District Chairs**

Your area chair is available to help answer questions, but submit proposals to Karli, [karmstrong@unitedwayofcasscounty.org](mailto:karmstrong@unitedwayofcasscounty.org)

**Logansport:** Amy Cunningham [amy@secfedbank.com](mailto:amy@secfedbank.com) & Kailin Bauman [kailin.bauman@sciteam.com](mailto:kailin.bauman@sciteam.com)

**Royal Center:** Stacy Rans [stacyrans@msn.com](mailto:stacyrans@msn.com)

**Galveston/Walton:** Karen McDonald [tikimac12@gmail.com](mailto:tikimac12@gmail.com) & Cindy Leduc [leducc@me.com](mailto:leducc@me.com)

***District Chair***

- Identifies projects for the areas in a school district/town.
- Identifies site coordinators for all sites.
- Works with Site Coordinators to acquire material & when possible, volunteers.
- Serves on the LUD committee and provides input and direction for the LUD plan.
- Attends LUD send off in your area if one is held.

***Site Coordinator (can be same as District Chair)***

- Assists District Chair with planning and implementation for a specific site.
- Works with District Chair to identify and acquire material resources.
- Works at the site on LIVE UNITED® Day.
- Attends the LUD send off in site area if one is held.

***Organization Contact (can be the same as Site Coordinator)***

- Assists Site Coordinator in planning, implementation, identifying & acquiring materials & tools.
- Prepares the site to be ready for LUD volunteers and works at the site on LIVE UNITED® Day.
- Attends the LUD send off in your area if one is held.

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**\*Maximum number of projects is (4) four unless special consideration is granted\***

Organization Name: \_\_\_\_\_ Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Site Coordinator (**Must** be present on Live United Day): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Title: \_\_\_\_\_ Site Address: \_\_\_\_\_

Estimated # of people this project would benefit: \_\_\_\_\_

**Check below and initial at the end if this applies to your project.**

☐ If I do not own this property, I have taken the appropriate steps to get permission for this project \_\_\_\_\_  
Initials

**Project Description:** Please be **as specific as possible** and include pictures and/or an additional page if needed. Having a lot of detail helps our committee make decisions and coordinate the volunteers who will be the best match. Our Project Manager (Phil Olson of Steinberger Construction) will complete Site Visits when applicable to identify any skilled labor or special tools that may be required. Our committee will recruit and coordinate volunteers to be matched to projects, so please do not try to recruit contractors to volunteer):

List any equipment/materials that will be used for this project that **you will supply**:

**You are NOT required to provide your own volunteers; this information is for our own planning purposes:**

Number of volunteers your group will provide: \_\_\_\_\_

Total number of volunteers needed: \_\_\_\_\_ Minimum age of volunteers: \_\_\_\_\_

Estimated time for project's completion (*if your area has a kick-off, volunteers may arrive to AM projects closer to 8:50am*):

Volunteer Hours (Check time frame)      8:30AM-12 PM      1-5 PM      All Day      Other (Please explain): \_\_\_\_\_

**I understand that an application does NOT guarantee my project will be accepted. Before submitting, print a copy for your records. You will be notified via email by **August 4<sup>th</sup>** whether or not approved.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Typing name is fine)

**Please Submit Completed Form No Later Than July 1<sup>st</sup>**

To: Karli Armstrong [karmstrong@unitedwayofcasscounty.org](mailto:karmstrong@unitedwayofcasscounty.org). Questions – e-mail or call **574-753-3533**  
United Way of Cass County, 300 East Broadway, Suite 101 Logansport