

# SAMPLE PROJECT INTAKE FORM

Try Smartsheet for FREE

CONTACT NAME

TITLE

--	--

CONTACT INFORMATION

COMPANY CONTACT INFO

--	--

**COMPANY INFORMATION**

*How did you hear about us?*

--

*Has your company done previous volunteer projects? If so, please describe.*

--

*What are your goals for this project?*

--

**WHAT DATES ARE YOU AVAILABLE**

--

*How many volunteers will be participating?*

--

*What types of projects are your volunteers most interested in? (Include a few examples such as serving meals, landscaping, sorting donations, fundraising, etc.).*

--

**ADDITIONAL DETAILS**

*Is there other information we should know about your group, timeline, budget, etc.?*

--

**ESTIMATED BUDGET**

--

**PLEASE RETURN THIS FORM TO:**

--

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.