POSTING YOUR PROJECT TO THE SAA WEBSITE

SAA provides a registration and attendee management system for all Beyond the Farm projects. To enter your project on the SAA site, follow the links on the “Lead a Project” page: http://alu.ms/BTF-lead

Service Project Request Form Tips

After confirming your service project details, complete the fields on the form to submit your project.

- **Project Type:** Select Individual or Club.
- **Club Name:** Leave this field blank unless it is a club-sponsored project.
- **Project Name:** Keep it short and informative (e.g. “Sort Books at a Children’s Library”).
- **Project Description:** Enter details on your project scope. This should include enough information for alumni to determine if the event is a good fit for them and/or their families. Include volunteer tasks, age restrictions and any physical requirements.
- **Project Location (Address):** Enter the complete street address including state/province and country.
- **Project Date:** Select May 17, 2014 unless your project will take place on a different date. Start and end times should be formatted HH:MM am/pm.
- **Maximum number of volunteers:** Enter 0 if there is no limit on the number of volunteers, otherwise enter the number your project can accommodate.
- **Children and Minimum Age:** Please let us know if your project is child-friendly, and the minimum participation age.

Once your service project has been submitted, an SAA staff member will review your request and give you access to the website. A separate email will be sent confirming that your project has been approved and is open for volunteer registration. This site will allow you to add hyperlinks and photos, view registration status and communicate with your volunteers.

*A sample project request form is on the next page of this document.*
Beyond the Farm 2014 Project Submission Form

Thank you for submitting a Beyond the Farm service project for 2014. Submission Guidelines are as follows.

Successful Beyond the Farm projects:
- Are alumni-led. All project leaders must be Stanford alumni.
- Provide direct hands-on service opportunities in which fellow alumni (and their friends and family) can engage
- Have specific project tasks organized for alumni to accomplish on the day of service
- Are free of charge to attend
- Do not engage in direct fundraising
* Required

Project Type *
- Individual
- Club

Club Name
(Leave blank if you are putting together an individual project)

Project Leader Name and Class Year *
Jane Stanford ’91

Project Leader Phone Number *
650-555-555

Project Leader E-Mail *
jane@lelandstanford.edu
Join fellow alumni in helping the Cardinal Community Center to promote early childhood literacy. We will be working in the Reading Center and Garden. Volunteer tasks take place both indoors and out, and include:

- Painting a mural and bookshelves
- Making new pillows for the reading nook
- Making book bags
- Weeding, pruning and planting in the garden
- Cataloging books

This project welcomes children ages 5 and up, with parental supervision.

Participants are asked to bring their own bag lunch. If you have gardening tools and/or a sewing machine to lend, they will be useful to our project work.
**Project Date**
Most projects will take place on May 17; if you are planning to hold your project on a day other than May 17, please indicate the date below.

- May 17, 2014
- Other: __________

**Project Start Time**
Please use AM/PM format

08:00 AM

**Project End Time**

12:00 PM

**Maximum number of volunteers**

25

**Are children welcome to participate?**

- Yes
- No

**What is the minimum age for project participants?**

5

**Who is your contact at your partner organization?**

Robert Smith

**What is his or her email address?**

BOBsmith@fmr.net

Submit