



**U.S. Department of
Transportation**

Assistant Secretary
for Administration

400 Seventh St., S.W.
Washington, D.C. 20590

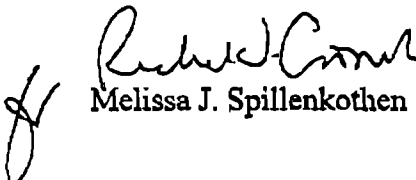
May 18, 1998

"NATIONAL DAY OF VOLUNTEERING FOR FEDERAL EMPLOYEES"

TO: Agency Representatives

Thank you for attending the Volunteer Day meeting of the interagency work group on Wednesday, May 13. It was good to see such a large turnout. If you were unable to attend, we look forward to seeing you at the next meeting which will be held at the Department of Transportation, 400 7th Street, S.W., on Tuesday, May 19, 1998, at 1:30 pm. in room 8236.

Please make every effort to attend this meeting. If you are unable to attend, send a representative. If there are any questions in the meantime, please call Rich Cronin on (202) 366-9424. Thank you.


Melissa J. Spillenkothen

FAX TO: *Diana Fortuna*

FAX NO: *456-7431*

Awareness Day

FROM: **Melissa Spillenkothen**

FAX NO: **202-366-9364**

TEL NO: **202-366-2332**

- WH

- ~~Red Seminars~~

- Coercion

- charities listed

- CFC Link ^{OPM Runs} vs Red Label - Title

- # people? Just DC?

- Press expectations

Another event for fall?? No

- my group

- WH Link

mostly DC

NO OF PAGES INCLUDING COVER: _____

*Suzanne S
Melissa S*

*Lugh
Cormane*

*Anne McG
Comm - Ch Spaulding
me*

*Nancy Hatamya
Rhonda Taylor*

Agencies w/ preexisting rels are to do that

→ Tues mtg →

300,000 DC

1.8m US civilians

Lucky if 1K

- OPM + Corp participate

- #5

- Press. how

- WH

**NATIONAL DAY OF VOLUNTEERING
FOR
FEDERAL EMPLOYEES**

JUNE 13,1998

*Dive Monday
mtg Tuesday*

NAME:

AGENCY:

TEL:

FAX:

1) WILL YOUR AGENCY PARTICIPATE:

**WASHINGTON, DC METRO ONLY
NATIONWIDE***

1A) VOLUNTEER ESTIMATE:

**WASHINGTON, DC METRO AREA
NATIONWIDE***

***please list regions/ volunteers:**

2) VOLUNTEER OPPORTUNITIES

**MY AGENCY WILL IDENTIFY/COORDINATE
VOLUNTEER EFFORTS**

**MY AGENCY WOULD LIKE VOLUNTEER
OPPORTUNITIES IDENTIFIED**

3) COMMENTS:

Information on Volunteer Opportunities in the National Capital Area

Greater DC Cares**

Contact: Chip Wheeler, (202) 289-7378

Greater DC Cares meets critical community needs by mobilizing volunteers who provide assistance in areas of hunger, homelessness, children, environment, seniors/disabled, people with HIV/AIDS.

** Greater DC Cares is a non-profit organization which provides companies and employee groups with a wide range of assistance in organizing volunteer projects in the community. Their operating expenses are covered largely by fees paid by these companies and employee groups which depend on the type of services Greater DC Cares provides in the organization of the project.

D.C. Central Kitchen

Contact: Volunteer Coordinator, (202) 234-0707

This organization collects food that would otherwise go to waste and distributes it to shelters, soup kitchens, and many other agencies serving the hungry.

Project: Volunteers are needed to help with kitchen work and food preparation.

Davis Memorial Goodwill Industries

2200 South Dakota Ave., NE
Washington, DC 20018

Contact: Judy Sklar, (202) 636-4225

Project: Help with sorting and hanging at 2200 S. Dakota Ave, NE. There are several other Goodwill locations throughout the DC area and the United States which could also use volunteers any time.

Maximum # of Volunteers: unlimited
Volunteers do not need to bring any supplies or tools.

Capital Area Community Food Bank

Contact: Volunteer Coordinator, (202) 526-5344

This organization operates a 48,000 square-foot warehouse that collects and organizes food donations (mostly canned and dried goods) from wholesalers, retailers, restaurants, and the general public. The food bank then distributes the food to over 500 local shelters, emergency bag programs, soup kitchens, and other providers.

Project: Volunteers are needed to help sort and distribute food.

From the Ground Up (FGU)

Contact: Volunteer Coordinator, (202) 526-5344

This is a community farm project sponsored by the Capital Area Community Food Bank. The Chesapeake Bay Foundation provides access to fresh produce in low-income communities in the metropolitan area. FGU organically farms on 15 acres in Upper Marlboro, MD and several other sites in the Metropolitan Area.

Project: Volunteers can pick vegetables at the farm.

Anacostia Watershed Society

George Washington House
4302 Baltimore Avenue
Bladensburg, MD 20710-1031

Contact: Volunteer Coordinator, (301) 699-6204; (301) 699-3317 (fax)

Project: Plant trees or clean up banks of the Anacostia River or waters that feed into the river; common debris: cans, bottles, plastic wrappers, tires.

Maximum # of Volunteers: 80

Minimum # of volunteers: 6-10

Volunteers do not need to bring any supplies or tools - just wear old clothes and work gloves if you have them. Work gloves will be provided if you don't bring them.

The Washington Home (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 895-0174

This is a long-term care facility that provides rehabilitative services to senior citizens with disabilities, chronic illness, and terminal illness.

Project: Volunteers are needed to help with recreational activities.

Food & Friends (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 863-1824

This organization provides nutritious meals for homebound people with AIDS and offers support and friendly visit as well.

Project: Volunteers are needed to deliver meals to people's homes and prepare and cook food.

Whitman Walker Clinic (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 797-3576 or Northern Virginia facility, (703) 237-4900

This organization is the primary, community-based provider of AIDS services in the DC area. These services include on-site medical and dental assistance, housing, including interim care facility, support services, research, HIV antibody testing, in-home patient care, financial and legal assistance, public education programs, and food bank services.

Project: Volunteers can help with a variety of services including maintenance with the housing facilities.

Fairfax Relief Society (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (703) 324-1409

This is an all-volunteer run non-profit organization dedicated to planting trees, restoring habitat, and improving landscaping on public lands in northern Virginia.

Project: Volunteers may participate in projects to improve the community's appearance, restore habitats, lessen air and water pollution, and mitigate soil erosion.

Manna (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 232-2844

This is a non-profit redevelopment agency striving to increase the supply of low-income housing in D.C. and make home ownership a possibility for low and moderate-income families.

Project: Volunteers are needed to help renovate houses.

Housing Opportunities for Women (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (301) 588-8112

HOW works toward providing permanent homes for formerly homeless women. HOW currently owns or leases 5 homes staffed by live-in managers who assist residents in making the transition from life in the shelters to independent living in a group situation.

Project: Volunteers are needed to help with painting, light repairs and clean-up activities to maintain the quality of the homes.

Christian Communities Group Homes (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 832-1149

The Homes provide low-income elderly persons with permanent, safe and affordable housing and variety of social services. The three group homes include a home for the frail elderly, a home for the well elderly, and an intergenerational home that works to break down the barriers of age and promote respect between young and old.

Project: Volunteers are needed to help with gardening and house repair and maintenance.

Iona Senior Services (referred by Greater DC Cares)

Contact volunteer coordinator, (202) 968-1055

Operates as a social service information and resource center, which helps seniors in Northwest DC maintain independent living and avoid unnecessary institutionalization.

Project: Volunteers can help with landscaping and home repairs.

Community Lodgings (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (703) 549-4407

This is an organization that acquires, renovates and preserves housing for low-income people in Alexandria. Among the services Community Lodgings provides is a transitional program for homeless families with case management and volunteer support.

Community Family Life Services (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 347-0511

Reaches out to low-income and homeless individuals and families in the D.C. area by providing supplementary food to families on fixed incomes, transitional housing facilities, tutoring and outing activities for children, and employment assistance.

Arlington Food Assistance Center (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (703) 525-3450

Provides supplemental groceries to Arlington County residents who are unable to meet their basic needs but who fall short in providing enough food for themselves.

Project: Volunteers bag groceries on Wednesday and Friday evenings and distribute groceries on Thursday evenings and Saturday mornings.

Bethesda Cares (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (301) 907-9244

Strives to respond with compassion and creativity to the needs of homeless persons in the Bethesda area.

Project: Volunteers are needed in the summer to help with meal preparation or to serve Saturday lunch and dinner.

Calvary Shelter for Women (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 783-6651

This clean, safe shelter for homeless women offers breakfast, beds and shower facilities, as well as a variety of social services.

Project: Volunteers are needed to cook dinner at an off-site location and serve it at the shelter on Friday and Saturday nights.

So Others Might Eat (referred by Greater DC Cares)

Contact: Volunteer Coordinator: (202) 797-7562

This organization works to provide services to homeless people, low-income people, and elderly persons in D.C. SOME provides 1,000 daily meals to homeless and hungry individuals in a clean and pleasant atmosphere.

Project: Volunteers can socialize with clients, serve food, and help in the kitchen and with dining room chores.

Miriam's Kitchen (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 452-8926

This is a breakfast program that has been in operation since October 1983. The kitchen, located at Western Presbyterian Church in Northwest Washington, feeds an average of 200 people per day. The kitchen also provides clothing, legal assistance, and personal counseling.

Project: Volunteers prepare food, serve and clean up.

Dinner Program for Homeless Women (referred by Greater DC Cares)

Contact: Volunteer Coordinator, (202) 737-9311

This program provides homeless women and children with meals, job training, referrals, legal assistance and health care.

Project: Volunteers can help with food preparation and serving 4p.m. To 8 p.m. Sunday through Thursday.

Garden Resources of Washington

1419 V. Street, NW

Washington, DC 20009

Contact: Judy Tiger (202) 234-0591

fax: (202) 726-8667

Project: At a public elementary school, help maintain gardens and street tree boxes - weeding, mulching, leading children in environmental activities.

Maximum # of Volunteers: 80

Minimum # of volunteers: 30

Volunteers do not need to bring any supplies or tools.

Good Shepherd Ministries, Inc.1630 Fuller Street, NW (near Columbia and 16th)

Washington, DC

Contact: Kim Montroll (202) 483-6043

Organization description Provides educational programs for "at-risk," low-income minority children and youth ages 5-18 in Adams-Morgan; academic tutoring, music lessons, computers, educational advocacy, sports.

Project: Exact project may depend on the number of volunteers coming. Generally, volunteers help in the morning with facilities maintenance, such as painting, cleaning playgrounds, and helping set up donated equipment such as computers. In the afternoon, there are more projects actually involving the children (after school).

Maximum # of Volunteers: about 30 is a good group

Minimum # of volunteers: none

Volunteers usually do not need to bring any supplies or tools - will depend on project.

Grandma's House

1222 T., NW

Washington, DC 20009

Contact: Sue McCarley (202) 234-4128

Organization description: We provide comprehensive therapeutic, 24-hour residential care to abandoned, abused, HIV-infected children and support services to enhance family reunification.

Project: Assistance in cleaning and improving the homes and yards; variety of other projects as needed

Latin American Youth Center3045 15th Street, NW

Washington, DC 20009

Contact: Diane L. Cottman, Deputy Director, Planning and Development
(202) 483-1140

Mission: To reach vulnerable multicultural youth and families via education, housing and foster care, community revitalization collaboratives, advocacy, arts, health, and social services

Note: There is less activity in the morning than after school because most of the participants are of school age.

Children's Hospital

111 Michigan Ave, NW
Washington, DC

Contact: Misty Oratokhai (202) 884-2624

Organization description: Help Children's Hospital provide care, advocacy, research, and education for kids around Washington and nationwide, including many children fighting cancer, AIDS, traumatic injuries, and burns.

Project: Making art (such as holiday place mats) or other items to benefit the children at the hospital. Volunteers are not allowed to interact with the patients unless they are regular, trained hospital volunteers. However, a few children may be able to attend a presentation after the group has completed the project, in which the volunteers present the Hospital with their art/items and take pictures.

Maximum # of Volunteers: none

Minimum # of volunteers: none

Volunteers usually do not need to bring any supplies or tools - will depend on project.

Commerce Department Child Care Center

Department of Commerce Building
Washington, DC

Contact: Ann Meislin (202) 482-1587

Organization description: Located at the Department of Commerce, provides quality child care to children ages 3 mos. - 6 years. Programs include scholarships for low-income DOC employees.

Project: For 20-30 minutes, a group could play with the children, read stories, do art projects, etc.

Maximum # of Volunteers: 10

Minimum # of volunteers: none

Volunteers usually do not need to bring anything (except maybe books to read to the children)

Easter Seal Society for Disabled Children and Adults

2800 13th Street, NW
Washington, DC 20009

Contact: Monika Taylor, (301) 931-8700

Project: Painting classrooms, building shelves, mowing grass, picking up litter,
sanding chairs, waxing floors, cutting vines, other maintenance to give their
center a "facelift!"

Maximum # of Volunteers: 25

Minimum # of volunteers: 5

Volunteers should bring supplies or tools if possible. If not, let Ms. Taylor know.

National Children's Center

3400 Martin Luther King Avenue, SE
Washington, DC

Executive Director: Rebecca Dunlap (202) 722-2300

Primary Contact: Nora O'Neil, Development Director, (202) 722-2310

Mission: Provides educational, social, and clinical services to infants, children, and adults with developmental disabilities and their families in both day and residential settings

Spanish Education Development Center

Main Headquarters and Clinic: 3055 Mt. Pleasant (in NW)
Washington, DC

Contact: Manuel A. Salazar, Business Manager
(202) 483-5665

Mission: Primarily committed to Latin American immigrants. Provides educational programs for children ages 2-4, families/area adults. Helps develop skills necessary to lead productive lives.

St. Ann's Infant and Maternity Home

Contact: Sister Josephine, (301) 559-5500

Mission: Residential care for abused and neglected infants and young children;
residential care for pregnant teens and teen mothers with their babies;
infant/regular day care.

NATIONAL DAY OF VOLUNTEERING - AGENCY REPRESENTATIVES**June 13, 1998**

Paul Bealafield National Science Foundation	(703) 306-1187	(703) 306-0260
Vicent Brown FEMA	(202) 646-2725	(202) 646-2577
William Nay Department of Energy	(301) 903-6576	(301) 903-2481
Elliott Davis Federal Trade Commission	(202) 326-2022	(202) 326-2328
Robert Nealy U.S. Arms Control & Disarmament Agency	(202) 647-2010	(202) 647-4920
William Poulos Railroad Retirement Board	(312) 751-4777	(312) 751-7154
Calvin Nophlin U.S. Department of Education	(202) 401-0427	(202) 205-0676
Vince Micone Attorney General's office	(202) 305-1756	(202) 514-6669
Lisa Peoples Social Security Administration	(202) 358-6093	(202) 358-6076
Carolyn Zamora Selective Service System	(703) 605-4033	(703) 605-4006
Iris Valentin Small Business Administration	(202) 205-6173	(202) 205-6172
Alan Simpson Federal Housing Finance Board	(202) 408-2585	(202) 408-1435
Janet Qualters U.S. Postal Service	(202) 268-4255	(202) 268-3488
Adrienne Robinson Federal Maritime Commission	(202) 523-5773	(202) 523-7842
Mary LaMontagne National Labor Relations Board	(202) 273-3969	(202) 273-2921

Barbara Schlein Farm Credit Administration	(703) 883-4000	(703) 790-3260
Vicki R. Thorne NASA	(202) 358-2339	(202) 358-3879
Teressa Inabinett Department of the Treasury	(202) 622-0482	(202) 622-3454
Joel Odum GSA	(202) 219-1381	(202) 219-2072
John Zentner Fed'l Communications Com.	(202) 418-0119	(202) 418-2840
Ernie Gonzales U.S. Dept. of Defense	(703) 693-8630	(703) 697-6072
Henry Rubin Nuclear Regulatory Com.	(301) 415-1374	(301) 415-3818
Mary Strand OPM	(202) 606-1000	(202) 606-2573
Kim Weaver Federal Labor Relations	(202) 482-6500	(202) 482-6635
Lisa Bullin Commodity Futures Trading Commission	(202) 418-5519	(202) 418-5530
Jennifer Brown ONDCP	(202) 395-6643	(202) 395-6708
Michelle Dozier Department of Labor	(202) 219-6741	(202) 219-1700
Cynthia Jones-Jackson EPA	(202) 260-4600	(202) 260-0835
Gary Harris Tennessee Valley Authority	(615) 882-2714	(615) 882-2710
Barbara Murchison Social Security Admin.	(202) 965-7148	(410) 966-2660
Joyce E. Felder Dept. of Veterans Affairs	(202) 273-4987	(202) 273-5790

Joel Berg Department of Agriculture	(703) 305-2283	(703) 305-2230
Evelyn M. White HHS	(202) 690-6191	(202) 690-6758
Patricia Pittarelli Department of State	(703) 516-1735	(703) 516-1677
Angelia Cummings Department of Interior	(202) 208-3981	(202) 208-4891
Arelia Douglas Environmental Protection Agency	(202) 260-0304	(202) 260-7926
Jim Arena National Transportation Surface Board	(202) 314-6400	(202) 314-6406
Rosslyn Doctor Peace Corps	(202) 606-3779	(202) 606-3619
Delores Peterson National Capital Planning Commission	(202) 482-7221	(202) 482-7272
Betty Lathern Smithsonian	(202) 287-2491	(202) 287-2014
Kathleen Heagney National Credit Union Administration	(703) 518-6510	(703) 518-6539



U.S. Department of
Transportation

CC Anne McGuire Cabinet Affairs
from Diana Fortina

NO. 897 P. 2/2

Assistant Secretary
for Administration

400 Seventh St., S.W.
Washington, D.C. 20590

OK
D
5/12
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"NATIONAL DAY OF VOLUNTEERING FOR FEDERAL EMPLOYEES"

May 6, 1998

TO: Agency Representatives

Thank you for attending the first meeting of the interagency work group formed to organize the first National Day of Volunteering for Federal Employees. If you were unable to attend, we look forward to seeing you at the next meeting. The next meeting will be held at the Department of Transportation, 400 7th Street, S.W., on Wednesday, May 13, 1998, at 10:00 a.m. in room 3328.

Please make every effort to attend next Wednesday's meeting. If you are unable to attend, send a representative. If there are any questions in the meantime, please call Rich Cronin on (202) 366-9424. Thank you and I look forward to meeting with all of you next week.

Melissa J. Spillenkothen
Melissa J. Spillenkothen

366.2332