



## Hawaii Association of Professional Organizers, Inc.

A Non-Profit Corporation

*Hawaii Association of Professional Organizers provides its members opportunities for professional growth, education, networking, and support while promoting public awareness of the organizing industry.*

November, 2008

**To: Prospective Volunteer Day Candidate**

**Re: HAPO's 2009 Volunteer Day Office Makeover**

You've seen them on television. You've read about them in the paper. Professional Organizers provide an invaluable service to anyone in a business that is busy, service-oriented and has pushed their resources to the limit. The long list of benefits from working with a Professional Organizer includes increased productivity, reduced stress and more control over your time, space and activities.

Would your organization benefit from working with a Professional Organizer? The members of the Hawaii Association of Professional Organizers, Inc. (HAPO) want to celebrate January's 2009 National GET ORGANIZED MONTH<sup>SM</sup> by giving an office makeover to a non-profit organization. A team of organizers will come to your office, create an organizing plan and spend one day working with you and your staff to give you a fantastic office makeover!

We want to help your organization to accomplish its goals in the community by being more organized. Help us to help you. All you need to do is fill out the enclosed application and send it in.

The selected organization will receive:

- An Assessment session with the Team Leader(s) to prepare organizing plan.
- A Design Plan of the office space so that equipment and office supplies are easily accessible.
- Creation of a work environment that supports efficiency and productivity.
- A team of up to six Professional Organizers for one makeover session.
- Ideas and tips for staff to maintain good organization for the long term.
- Organizing products/services supplied by local and national vendors.

Enclosed is an application so we may consider your organization. Please complete the application and return it. Once we review your application, we may contact you with additional questions. If your organization is selected, we will arrange for a site visit and interview prior to the event and, together with you, choose the date of the event. **Completed applications must be received by December 19, 2008.**

Find out more information about National Get Organized Month<sup>SM</sup> and HAPO's Volunteer Day Project at [www.HAPOonline.org](http://www.HAPOonline.org) or [http://napo.net/get\\_organized/go\\_month.asp](http://napo.net/get_organized/go_month.asp). For questions, contact:

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## Volunteer Day Project Non-Profit Organization Application

In celebration of National Get Organized Month<sup>SM</sup> and to help the community, HAPO wants to contribute to those who already do so! We want to consider your organization for an Office Makeover. Help us to choose your organization by completing this brief application form so we may consider your office for the makeover!

**Organization Name:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please describe your organization's Mission:** \_\_\_\_\_

**Please describe the organizing challenge(s) you seek assistance with (Attach photos to aid with this description, if appropriate):**

**Describe how you believe being better organized will help your organization to do a better job**

Submit application & photos by December 19, 2008  
Mail: HAPO, Inc., 2909 Waiialae Ave. Box 4, Honolulu, HI 96826  
Fax: 808.943.2054 Email: info@haponline.org

*Mahalo! Applications will be reviewed by our Volunteer Day committee. Applicants may be contacted by phone for additional information and/or an interview and will be notified in writing if selected.*

**Email: [info@haponline.org](mailto:info@haponline.org)**

**Website: [www.haponline.org](http://www.haponline.org)**