

**\*Please review the following Partner Agency information as it relates specifically to Volunteer Center Managed Projects\***

United Way of Portage County Volunteer Center Managed Projects are coordinated by a volunteer Project Coordinator (PC) and Partner Agency Contact (AC). The Volunteer Center performs background checks on all Project Coordinators. Volunteers participating in Volunteer Center Managed Projects have not been screened or interviewed in anyway. For this reason we ask that volunteers never be alone with clients. The Volunteer Center does not accept court ordered volunteers for any Managed Projects.

*The Partner Agency Contact* has the overall responsibility for managing the project: She/he will arrange to have all the necessary tools or supplies, will provide orientation and/or training to volunteers at the beginning of the project, and will be available during the entire project (if applicable or otherwise agreed upon).

*The Project Coordinator* is responsible for managing the volunteers: communicating scheduling information between the agency and the Volunteer center staff, managing project sign-ups, and working with the agency contact to oversee the event. Project Coordinators are Volunteer Center volunteers, not staff, who have been trained to lead projects.

In order for the Volunteer Center to accept a proposed managed project, the project must:

- Be able to accommodate one-time volunteers without an ongoing commitment
- Require a **group** of volunteers (4+)
- Occur in Portage County
- Last no more than a few hours

The Volunteer Center will **not** accept managed projects that:

- Require volunteers to attend a separate agency orientation
- Serve as fundraising activities
- Work with non-agency affiliated private individuals
- Are part of a political campaign
  - \*All project proposals are subject to approval by Volunteer Center staff

**On each managed projects, the Volunteer Center will:**

1. Make every attempt to provide a team of motivated, energetic volunteers who will arrive on time and remain on site until the project is completed or until the agreed upon hour, whichever comes first. The Volunteer Center reserves the right to cancel a Volunteer Center Managed Project if we do not recruit the necessary minimum number of volunteers to safely and adequately complete the project.
2. Provide a Project Coordinator who will have the following responsibilities:
  - Contact the Partner Agency Contact to schedule the project (and any recurring projects) and submit the details to the Volunteer Center to be placed on the monthly calendar.
  - Confirm project specifics with the Partner Agency Contact including project location, proper apparel, meeting place, specific expectations of each party, safety issues, and the number of volunteers needed.
  - Arrive at the project 15 minutes early to welcome volunteers and to meet with the Partner Agency Contact.
  - In conjunction with the Partner Agency Contact, supervise the volunteers.
3. Gather feedback and input, from participating volunteers after each project (online) and partner agencies to measure success and identify areas for improvement.

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**For each managed project, the Partner Agency will:**

1. Designate a consistent Partner Agency Contact who will take all reasonable steps to assist the Project Coordinator and Volunteer Center to fulfill their obligations and will be present throughout the duration of the project, unless previously specified. If a Partner Agency Contact is not present for the duration of the project, emergency contact information for this individual must be given to the Volunteer Center and the designated Project Coordinator.
2. Ensure that task assigned to the Volunteer Center volunteers are consistent with the project description provided to the Volunteer Center; the agency should contact the project Coordinator at the earliest possible time if significant changes in the project are anticipated.
3. Provide any necessary on-site training and alert volunteers to any safety issues.
4. Help ensure that the volunteers leave knowing that they have played an important role in the project, that they understand the concrete benefits of the project, and that their participation is appreciated.
5. Present an overview to the volunteers covering the agency's mission, the need for the project, and the role of the volunteers.
6. Ensure access to restroom facilities (if available).
7. Provide sufficient tools, materials, and equipment to allow each volunteer an opportunity to participate meaningfully in the project
8. Allow access to client, if appropriate.
9. Respond to the Volunteers Center's periodic requests for updated information to maintain accurate and current volunteer opportunity listings and notify the Volunteer Center of any change of address/phone/contact person within the volunteer program.

*\* The United Way of Portage County Volunteer Center volunteers and Project Coordinator are asked to sign Volunteer Center project roster/waiver at the beginning of each Volunteer Center Managed Project. Partner Agency may ask volunteers to sign a Partner Agency waiver if necessary. (Review attached Volunteer Center waiver to determine if it meets you organization's needs for Volunteer Center Managed Projects)*