

# Volunteer Center of Washington County

## 2008 Member Agreement



**TWO Membership Categories to choose from: Full Membership OR Listing Membership**

### Benefits of Full Membership

#### **Volunteer Recruitment and Referral:**

- Recruit volunteers of all ages via VC website by listing an unlimited number of member agency volunteer opportunities in the online registry
- Refer interested volunteers by email
- Recruit through newspapers, newsletters and special features on VC website and other Washington County websites
- Recruitment by mass emails to registered youth & adults volunteers in VC database
- Recruitment of skilled volunteers for special projects

#### **Public Relations:**

- Hyperlink from VC website to member's website
- Distribute member agency literature
- Advocate for member's donation & volunteer needs
- Advertise member agency's volunteer opportunities in area newspapers

#### **Resources:**

- Notify and distribute in-kind donations, including used computer equipment for member's needs
- Access Used Computer Recycling service—10 free pieces per year, \$10 per monitor charge still applies
- Provide individual program consultations and resource literature with your volunteer manager
- Provide regular electronic updates of information
- Arrange Volunteer Coordinators Network topical education meetings—quarterly in 2008
- Provide physical library of materials on volunteer management
- Provide online resource library of topical articles on volunteer management
- Provide meeting space upon request
- Orient member staff to all services, upon request
- Provide volunteer coordination & management of special projects at the Volunteer Center
- Provide access and support for GrantStation use
- Provide access and support for SurveyMonkey use
- Provide access to specialized equipment through the Equipment Lending Closet

#### **Services Available on a Fee for Service Basis:**

#### **Your membership provides a reduced cost for participating in the following:**

- Volunteer Coordinator Training Workshops
- National Volunteer Week Recognition Ad
- Participation in the 2008 Board Fair

### Benefits of Listing Membership

#### **Included in Base Fee:**

#### **Volunteer Recruitment and Referral:**

- Recruit volunteers of all ages via VC website by listing 2 volunteer opportunities in the online registry
- Refer interested volunteers by email
- Recruit through newspapers, newsletters and special features on VC website and other Washington County websites
- Use of the Volunteer Center Resource Library
- Literature rack available for member promotion
- Provide access to online resource library and regular updates of electronic information

#### **Services Available on a Fee for Service Basis:**

- Additional volunteer opportunities in the registry (\$10. per)
- Specialized recruitment mass email to VC database of registered volunteers (\$10 per)
- National Volunteer Week Volunteer Recognition Newspaper Ad (range depending on # of names)
- Consult with Volunteer Center staff for one-on-one volunteer management. (\$50 /hr)
- Attend Volunteer Coordinator Education workshops (\$30 per person)
- Utilize the Equipment Lending Closet (\$50/yr)
- Access to used computer equipment (\$10 per piece)
- Access & support for use of SurveyMonkey (\$25/yr)
- Access to donated items (\$25/year)
- Access & support for use of GrantStation (\$25/yr)
- Participation in the 2008 Board Fair (fee to be determined)

## Contact Information — Please complete ALL Parts

**Member Agency Name:**

Address:

General Email address:

Primary Agency Phone number:

Website:

**Director Name:**

Correct Title:

Director Email address:

Director Phone Line:

**Please identify here the person who will be our primary contact:**

**Name :**

Correct Title:

Email address:

Office Phone:

Cell Phone:

**Please list any other staff who work regularly with volunteers (please keep us informed of any changes):**

Name

Title

Email

Phone

1.

2.

## Placement of Donations

We will inform you of available donations *only by email*. Please provide the names and email addresses of staff or volunteers who should receive this information.

Names:

Email addresses:

1.

2.

**Your signature on page 3 indicates that you agree not to resell any donations (computer, handcrafted goods, donated items) and that the item remain for the use of your agency.**

## Equipment Lending Closet Agreement

The Equipment Lending Closet is available as a service to Full Member Agencies at no cost. Your signature on page 3 indicates your agreement with these conditions of use.

It is understood that the equipment is loaned subject to the following conditions:

1. The Undersigned agrees that the Volunteer Center shall not be liable or responsible for any injury or damage, which is sustained, by any person coming in contact with the borrowed equipment.
2. The Undersigned agrees that the agency borrowing the equipment shall pick up and deliver the equipment to the Volunteer Center office, 237 N. Main St., West Bend, during normal office hours.
3. The Undersigned is responsible to return the equipment in the same condition as it was at check-out. In the case of damage, the Undersigned agrees to pay replacement cost to purchase a new piece of equipment.
4. The Undersigned agrees to return the equipment in clean condition.
5. The Undersigned agrees that they are responsible for damage due to mishandling/misuse of the equipment.
6. The equipment is intended for agency use only.
7. The check-out period is a maximum of three days with special exceptions upon request.
8. In order to allow all member agencies equipment availability, use limitations may be imposed.
9. Consumables for use in the borrowed equipment may be purchased from the Volunteer Center.

**Membership: Please select your preferred level of membership and the related fee.**

**Full Membership**

**Budget size under \$100,000**      \_\_\_\_\_ \$130 if paid by 1/31/08      \_\_\_\_\_ \$150 if paid after 1/31/08

**Budget size \$100,000 and over.** This refers to the entire budget of the organization, not the program budget.  
\_\_\_\_\_ \$150 if paid by 1/31/08      \_\_\_\_\_ \$170 if paid after 1/31/08

**Multiple contacts/offices within a single organization.** (Girls Scouts, 4-H, multiple offices)  
\_\_\_\_\_ \$190 if paid by 1/31/08      \_\_\_\_\_ \$210 is paid after 1/31/08

**Listing Membership**

**Service fee for basic level.** See invoice for fee for service additions. \_\_\_\_\_ \$60 if paid by 1/31/08      \_\_\_\_\_ \$80 after 1/31/08

**Commitment of Membership**

**You are responsible for the following:**      **\*\*\*Items in BOLD need to be sent to us**

- **This signed agreement** — signed by both your Executive Director and Volunteer Coordinator
- **A copy of your liability insurance showing insurance for volunteers**
- **Payment for membership**
- **For new member agencies only — a copy of 501.c3 determination letter**
- A single staff member designated to coordinate volunteers and maintain regular communication with the Volunteer Center
- Volunteer background screening procedures in place where volunteers will be placed in service directly with clients
- Volunteer Opportunity Forms sent to VC with a minimum of 6 weeks advanced notice
- Periodic agency review of all Volunteer Opportunities on-line
- Prompt notice when a Volunteer Opportunity is filled
- A pledge that every volunteer referred receives prompt and complete communication

**Please sign below. Your signature indicates that you have read and understand this agreement; that you agree not to resell any donated item received from the Volunteer Center; that you agree with the conditions of use for the Equipment Lending Closet.**

Member Agency Name: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

I have checked my volunteer opportunities on [www.volunteernow.net](http://www.volunteernow.net) **Changes are attached.**

**The Volunteer Center of Washington County will not and cannot:**

- Accept requests for volunteers from for-profit businesses, political parties or candidates, recruit volunteers that replace paid staff positions, or recruit volunteers that will result in compensation paid either to them or to the agency involving them.
- Discriminate in the placement of volunteers.
- Release address and/or telephone number of individual volunteers without the volunteer's permission.
- Release information for political or profit-making purposes.
- Screen volunteers for criminal background, driver's license infractions, or drug or alcohol testing for your agency.
- Provide training for specific volunteer positions in agencies.
- Accept requests from individual citizens for volunteer assistance.

The Volunteer Center of Washington County adheres to the highest standards of conduct and promotion of volunteerism, by complying with the provisions of all applicable state, federal and civil rights laws concerning non-discrimination.