



---

## COMMUNITY PARTNER APPLICATION 2011

This is a fillable Word document. You can type and save this application for later completion, if needed. Applications must be submitted by email no later than Monday, August 22, 2011 at 5:00 p.m. Required document attachments (LOI and 501 c3 Ltr) must be scanned (or electronic copies) and submitted with the attached application in ONE single email. Your organization's name must appear in the subject line of the email, please email to: [jenne.myers@cityofchicago.org](mailto:jenne.myers@cityofchicago.org).

### I. SUCCESS COACHES

From September 2011 through June 2012, One Good Deed Chicago will be implementing a city-wide awareness campaign to increase civic engagement. If chosen for the Success Coaches initiative, your organization will encounter a significant increase in exposure and potentially a significant increase in volunteer interest. The following section will be used to evaluate the capacity of your organization to take on a significant number of new volunteers.

- A. Does your organization employ a full-time Volunteer Coordinator? If not full-time, what % of time?
  
- B. Does your organization utilize a screening and intake process for volunteers? Do your programs require background checks? Please describe.
  
- C. How many volunteers do you currently use? Please provide breakdowns by programs and hours.
  
- D. What community area(s) or neighborhood(s) does your organization serve? Please specify.
  
- E. How many volunteers could you use and manage (min/max)?
  
- F. Please list the contact information including name, title, phone and email for the point person for the application and management of this project.

## II. VOLUNTEAM

This section will reflect the need of your organization for a VolunTEAM member to assist you, from September 2011 through May, 2012, in developing a strategy for enhanced volunteerism in your organization.

- A. Does your organization employ a full-time Volunteer Coordinator? If not full-time, what % of time?
- B. The following are among the benchmarks for a quality comprehensive Volunteer Management program. As a way to help us understand your Volunteer Management needs, please answer below.

	No	Needs work	Yes	Last Updated
We have a volunteer handbook				
We have volunteer position descriptions				
We have an effective volunteer recruitment program				
We have screening and intake guidelines				
We have orientation / training for volunteers				
We have a volunteer recognition program				
We conduct exit interviews for volunteers				

- C. Tell us which of these or other Volunteer Management priorities you would like a VolunTEAM member to focus on to help build your organization's volunteer program effectiveness.
- D. What community area(s) or neighborhood(s) does your organization serve? Please specify.
- E. Please list the contact information including name, title, phone and email for the point person for the application and management of this project.

## III. WEBSITE & WORKSHOPS

Please go to [www.OneGoodDeedChicago.org](http://www.OneGoodDeedChicago.org) to register your organization for volunteer opportunities and get join our mailing list for continued updates and notices on city-wide workshop dates. Any size organization can register, you just have to have an EIN# and volunteer opportunities to post. Also please, fill out the survey to give us your input on workshop topics. <http://www.surveymonkey.com/s/HNK5MGY>.