



VOLUNTEER PROJECT LEADER AGENCY ROLES AND EXPECTATIONS

The goal of a Volunteer Project Leader Program (VPL) is to help community partners organize and plan their project(s) to incorporate larger groups of volunteers, better use their skill set, and to meet needs of the community partner that would not ordinarily have been met. VPLs are paired with a community partner and work together in the planning and implementation of the project to ensure its success.

The responsibilities of a community partner agency include:

- Submit project to United Way eVolunteer website.
- Attend Volunteer Project Leader training.
- Connect with Volunteer Project Leader once paired.
 - Provide knowledge of potential projects and brainstorm additional, backup projects.
 - Discuss time, number of volunteers, and materials needed.
 - Decide who will keep eVolunteer updated with any project changes.
 - Communicate with United Way liaison to ensure project is on track.
- Provide materials needed to complete the project.
- Possibly solicit donations/grants.
- Organize project-related details in order to ensure that the actual day of the event is successful, including back-up date(s) and projects.
- Be present and on time for the actual project.
- Make sure United Way Liability form is completed by all volunteers.
- Give a brief agency tour to all volunteers present on the day of the project. (Please keep to 10 minutes or less)
- Take pictures of volunteers (if applicable).
- Provide snacks and water (if you wish).
- Assist the VPL in submitting final action items and pictures to United Way of Larimer County on time.
- Send a thank you email to all the volunteers after the project.
- Attend VPL celebration and recognition event if possible.

As a Community Partner, I agree to fulfill the responsibilities expected of me as outlined above.

Name & Organization

Signature and Date

To view this document and other VPL resources online, visit
<https://impact.uwaylc.org/VPLResources>