



## High-Impact Volunteer Engagement Initiative Application

(Deadline for submission is 5:00 pm November 30, 2017) Organization

Name:

Organization Mailing Address:

EIN:

Contact Name:

Title:

Email:

Phone:

Board Chair:

Executive Director:

Length of tenure:

1. Please indicate the age of your organization:

- 0-5 years
- 6-10 years
- 11+ years

2. Please indicate the size of your organization's annual operating budget:

- \$0 – \$250,000
- \$250,000 – \$1 million
- \$1 million – \$5 million
- \$5 million – \$10 million
- \$10 million plus

3. Please indicate the number of paid staff in your organization:

- 1-5
- 6-10
- 11-20
- 21-50
- 51+

4. Please indicate the number of volunteers actively engaged with your organization **in addition to** your board of directors:

- 1-5
- 6-20
- 21-50
- 51 -100
- 101+

5. In what stage of a nonprofit's lifecycle would you categorize your organization?

- Start-up
- Developing
- Programs fully developed
- Mature
- Decline

### Organizational Overview

6. Please describe your organization's services, service area, target audiences, and approximate numbers you serve through your programs. Please limit your response to 200 words or less.

7. Please briefly list below your top three or four strategic goals as an organization.

Goal One:

Goal Two

Goal Three

Goal Four

8. Please briefly list below your three most critical current challenges.

9. Describe your organization's current volunteer and staff structure, including examples of the range of volunteer opportunities currently being offered. *Please limit your response to 200 words or less.* You may attach other documentation about your current volunteer engagement opportunities (e.g. brochures, annual report, position descriptions; limit 2 documents).

### **Volunteer Engagement Opportunities**

10. Describe some of your early thinking on how highly skilled volunteers can help your organization fulfill some of the strategic goals described above? *Please limit your response to 200 words or less.*

11. Describe your definition of success in terms of this initiative. What will be different as a result of participating (e.g., increase of new volunteers, an increase in people served, new volunteer engagement practices within the organization, increasing ability to implement strategic plan)? *Please limit your response to 200 words or less.*

12. How is your team well-positioned to participate? Include a description of the commitment level of the staff and volunteers (e.g., previous experience with change management, volunteer-staff partnerships, experience of staff and volunteer leaders, etc.). *Please limit your response to 200 words or less.*

13. Do any obstacles or barriers exist within the organization that would impact the success of your project or your participation? If yes, please identify these and provide recommended solutions, if possible. NOTE: Listing obstacles or barriers does not affect eligibility. We are seeking teams who can anticipate likely challenges and consider possible solutions to them. *Please limit your response to 200 words or less.*

## Supporting Documents

Please provide the following additional documents.

- List of board of directors and their tenure
- Strategic Plan (if available)
- Current organizational chart, including senior staff positions and staffing for volunteer engagement, if applicable
- Background information about the prospective team members:
  - Name
  - Length of time as a volunteer or staff with the organization
  - RoleFor volunteer members, please indicate leadership roles (in the organization and/or the community), and, if possible, their current or past occupation. Indicate which team members are the Team Leaders and alternative point of contact. Team leadership can be shared between a volunteer and staff member.
- Any relevant work plans around volunteer engagement that are currently in effect.
- A signed copy of the Mutual Expectations sheet (included at the end of this application).

Please return all applications, supporting documents and mutual expectations sheet by November 30, 2017 to:

NH Center for Nonprofits  
194 Pleasant Street, Suite 14  
Concord, NH 03301

Or email, [info@nhnonprofits.org](mailto:info@nhnonprofits.org)

Questions? Contact: Laurette Edelmann  
Phone: 603-225-1947, ext. 117  
Email: [ledelmann@nhnonprofits.org](mailto:ledelmann@nhnonprofits.org)

## Mutual Expectations

### **1) All teams selected as participating organizations will receive:**

- A preparatory webinar formally introducing the pilot teams to each other and reviewing all expectations for participation. December 13, 11:00 am to 12:00 pm
- Comprehensive one-day Launch Institute for the Initiative to provide initial training on the volunteer engagement model and tools for volunteer and staff leaders to begin their collaboration. January 11, 2018, 9:30 am to 5:00 pm
- Four individualized 60-minute coaching calls to support each pilot team with tools and resources to address progress and challenges. To be scheduled with each team.
- Two 60-minute calls for the entire cohort of teams. Schedule to be determined
- A concluding Reunion for all participating teams to share results, evaluate progress, and create plans for on-going implementation. September 6, 2018.

### **2) Commitment required by participating organizations:**

- Create a Volunteer Engagement Team of *at least* four people. Time commitments and responsibilities may vary based on the project. Team composition:
  - At least 2 members of the team must be volunteers. They should have demonstrated organizational experience and a proven, successful leadership track record.
  - At least one of the staff or board members on the team must be responsible, at least in part, for volunteer engagement. The individual need not be a Volunteer Coordinator in title, but rather the team should include at least one staff member who already has some responsibility for volunteer engagement.
  - NOTE: We especially encourage including local volunteers who are leaders in their communities.
- Minimum of three-fourths of the Volunteer Engagement Team members participate in the initial webinar and coaching calls listed above.
- All member of the Volunteer Engagement Team agree to participate in the online pre- and post-project surveys, which will be distributed in December 2017 and August 2018.
- A minimum of four members of the volunteer engagement team agree to participate in the Launch Institute for the initiative (full day on January 11, 2018) and the Reunion Symposium for participating teams (full day in September 6, 2018)
- Submit three standard reports on progress (template will be provided).

### **3) Important timelines for pilot sites:**

Webinar for participating teams	December 13, 2017, 11:00am – 12:00pm
Pre-project survey	Last two weeks of December 2017
Launch Institute for the initiative	January 11, 2018, 9:30 am – 5:00 pm
Coaching calls	February 2018 through August 2018, four individual calls and two group calls, one hour each
Pilot project progress reports	Completed progress reports due one week prior to each individualized coaching call
Post-project survey	August 2018
Reunion for all participating teams	October 11, 2018

We have reviewed the commitments, expectations, training schedule, and timeline, and are excited to make the commitment to participate in this initiative.

Our team members have set aside time on December 13 from 11:00am to 12:00pm to attend the launch webinar if we are selected to participate.

**Signatures of Leadership Volunteers**

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

**Signatures of Participating Staff**

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

\_\_\_\_\_  
Name and Position: [Click here to enter text.](#) Date\_\_\_\_\_

**Signatures of Leadership Support**

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

\_\_\_\_\_  
Board Chair/President Date\_\_\_\_\_