

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.
- 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.
- 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.

2) Commitment required by participating organizations:

- The fee to participate, if selected, is **\$100 for members of the Center and \$300 for not-yet-members**. Fees will be due by the October 31, 2019.
- Organizations will 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 members of the Volunteer Engagement Team participate in the online pre- and post-project surveys, which will be distributed in November 2019 and October 2020.
- A minimum of four members of the volunteer engagement team agree to participate in the Launch Institute for the initiative and the Reunion Symposium for participating teams. See dates below
- Submit three standard reports on progress (template will be provided).

3) Important timelines for pilot sites:

Webinar for participating teams	October 31, 2019
Pre-project Survey	November 2019
Launch Institute for the initiative	November 19, 2019
Coaching calls	December 2019 through September 2020, 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	October 2020
Reunion Symposium for all participating teams	October 2020

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

Signatures of Leadership Support

Executive Director

Date_____

Board Chair/President

Date_____