



Agency Request for Specialized Volunteers Board Bank, Board Resource Team EVEP, Job Readiness

Agency name _____ Date _____

Mailing address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Website _____

Executive Director (please print) _____

Direct telephone _____ E-mail _____

Contact (if other than ED) _____

Direct telephone _____ E-mail _____

Agency mission, key activities _____

Registered 501(c)(3) yes no How long has your nonprofit been in operation? _____

What is your current fiscal year's budget? _____

Executive Director Agreement

Our organization is willing to devote the staff and/or board time and resources necessary to complete the project as described on page two of this form.

Executive Director Signature

*Executive Board Member Signature
(Needed for Board Resource Team Requests only)*

Please complete page 1 and 2 of this form, enclose an agency brochure and other attachments as requested. Send all materials to:

The Volunteer Center of United Way
280 N. Central Avenue, Suite 310
Hartsdale, NY 10530
Attn. Judy Kadish

If you have questions, please contact Judy Kadish at 914-227-9306 or judy@volunteer-center.org. For a full description of our services visit us online at www.volunteer-center.org

Please fill in the appropriate information on page 2.

Please check appropriate boxes and fill in only the sections applicable to your request(s):

Experienced Volunteer Executives and Professionals (EVEP)



I would like a team of EVEP volunteers to consult with my agency in these areas (check all that apply):

- Strategic Planning Business Management Marketing Career Mentoring
 Technology Finance Other: _____

Please attach a brief description of the project including timeframe.

Board Bank

I would like to receive referrals of potential candidates for our Board of Directors.

Number of requested board members _____ Number of current board members _____
How often does it meet? _____ When is the nomination/election process? _____
Location of meetings _____ Length of meetings _____
Time of day your board usually meets: _____ : _____ to _____ : _____
Length of term _____ Number of terms permitted _____
Financial commitment required? yes no If Yes, specify amount _____
Is insurance provided for board members? yes no
Please provide a list of your current board members, list of board committees, your agency brochure and program literature.

Board Resource Team

A partnership between The Volunteer Center and United Way



Our Board of Directors would like to receive capacity building and nonprofit management advisement from the Board Resource Team.

Please attach a statement explaining why you are requesting the Board Resource Team and what you see as your greatest board challenge.

Requested Project Start Date: _____
Number of board members _____ How often does it meet? _____
Location of meetings _____ Length of meetings _____
Time of day your board usually meets: _____ : _____ to _____ : _____
Financial commitment required? yes no If Yes, specify amount _____
Please provide a list of your current board members, list of board committees, your agency brochure and program literature.

Job Readiness



I would like Job Readiness volunteers to present *How to Be Successful on Your Next Job Interview* and set up mock interviews with our clients.

How many clients will be interviewed? _____
What date(s) and times are you requesting volunteers? _____
List location if different from nonprofit address: _____