

## APPENDIX A ELIGIBLE FLORIDA COMMUNITIES

Volunteer Florida uses the Governor’s “rural area of opportunity” definition:

Florida Statutes: 288.0656

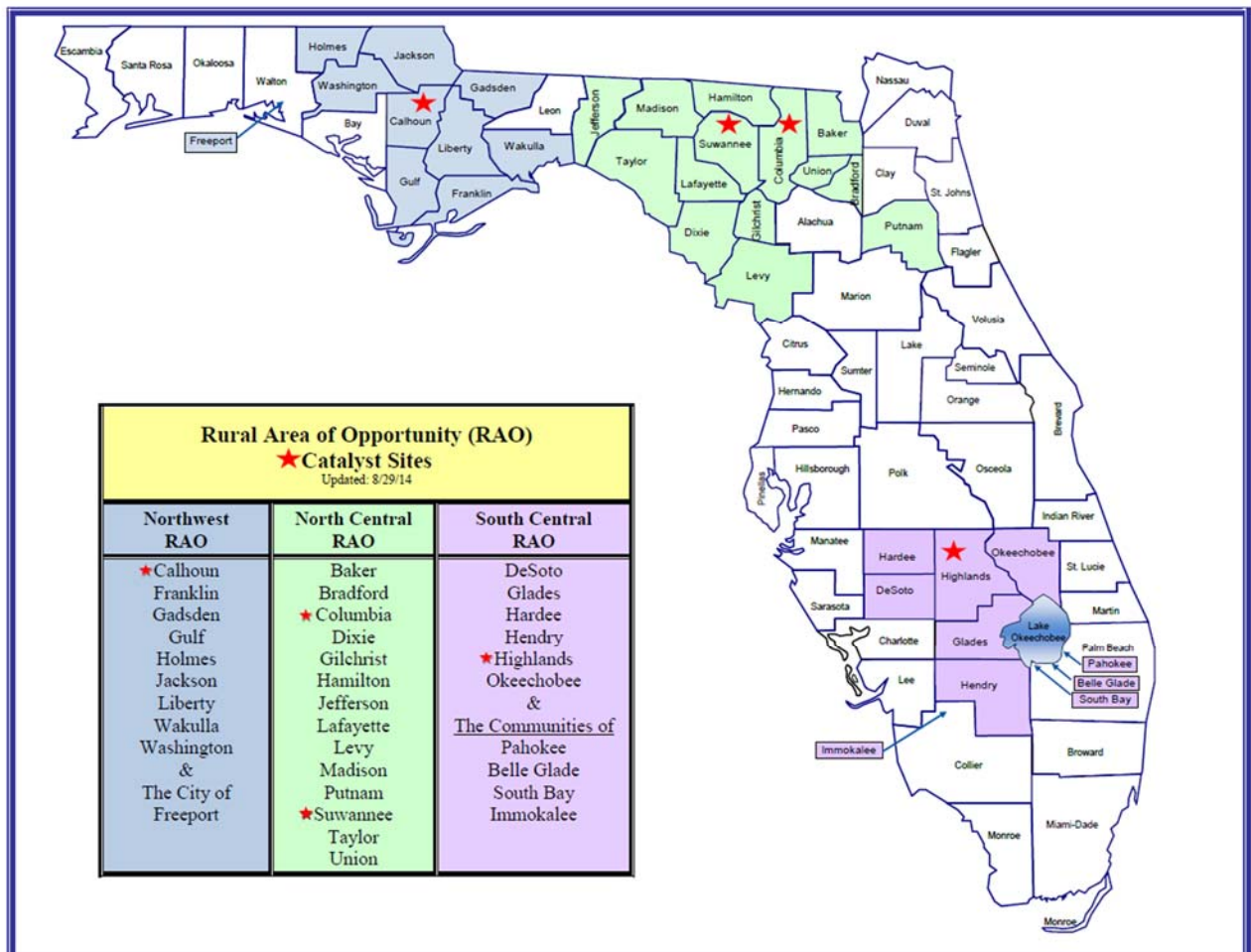
(1)(d) “Rural area of opportunity” means a rural community, or a region composed of rural communities, designated by the Governor, which has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact.

### The Three Rural Areas of Opportunity/Rural Communities:

Northwest Rural Communities: Calhoun Franklin Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington and the City of Freeport.

North Central Rural Communities: Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union.

South Central Rural Communities: DeSoto, Glades, Hardee, Hendry, Highlands, Okeechobee and the Palm Beach communities of Pahokee, Belle Glade and South Bay.



**APPENDIX B  
VOLUNTEER FLORIDA  
RURAL COMMUNITY ASSETS FUND  
REPORTING REQUIREMENTS AND TEMPLATES**

**NEW:** Volunteers who were recruited or began volunteering *before* January 1, 2017.

**RETAINED:** Volunteers who were recruited or began

January 1, 2017 **Baseline** data: Due Monday, January 16, 2017

January 1, 2017- March 31, 2017 data: Due April 17, 2017

April 1, 2017- June 30, 2017 data: Due July 15, 2017

<b>CATEGORY</b>	<b>AS OF DECEMBER 31, 2016</b>	<b>MID-CYCLE JANUARY 1, 2017- MARCH 31, 2017</b>	<b>END OF CYCLE APRIL 1, 2017 JUNE 30, 2017</b>
Total number of volunteers engaged			
Number of volunteers engaged (NEW)	-----		
Number of hours served by volunteers (NEW)	-----		
Number of volunteers engaged (RETAINED)			
Number of hours served by volunteers (RETAINED)			

Continue to add data and information to this form, rather than beginning a new one for each time period within the cycle.

**ACTIVITIES (MID-CYCLE):**

Describe how your organization is implementing effective volunteer management practices during this reporting period. (i.e. volunteer position descriptions developed)

Please provide a brief description of how volunteers have been engaged in meaningful activities during this reporting period.

Discuss one success and one challenge you have encountered during this reporting period. Submit a photo(s) of your skills-based volunteers in action.

**ACTIVITIES (END-CYCLE):**

Describe how your organization is implementing effective volunteer management practices during this reporting period. (i.e. volunteer position descriptions developed)

Please provide a brief description of how volunteers have been engaged in meaningful activities during this reporting period.

Discuss one success and one challenge you have encountered during this reporting period. Submit a photo(s) of your skills-based volunteers in action.

The Provider will track the following information per volunteer in the design, according to Provider's volunteer tracking system including: the volunteer's name, relevant demographic information including location of residence (city), method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. The Provider should be prepared to provide Volunteer Florida upon request. Volunteer Florida understands that Provider's systems for tracking volunteer demographics may vary.

## RURAL COMMUNITY ASSETS FUND PRE-ASSESSMENT

All Participants should complete the survey to the BEST of your knowledge about the organization you are representing.

Name:

Organization:

E-mail:

On a scale of 1-5 please indicate your level of agreement with the following statements: 1-Strongly Disagree to 5- Strongly Agree

	Strongly Disagree..				Strongly Agree
• Our organization has the right mix of volunteers.	1	2	3	4	5
• Our organization invests sufficiently in volunteer management.	1	2	3	4	5
• Our organization does a good job of keeping volunteers motivated.	1	2	3	4	5
• Our organization has a coordinator who understands and effectively applies the principles of volunteer management.	1	2	3	4	5
• Our leaders are willing to make changes when what they are currently doing is not working.	1	2	3	4	5
• Our organization creates volunteer placements based on needs assessments.	1	2	3	4	5
• We offer service opportunities to meet the needs of diverse audiences	1	2	3	4	5
• As appropriate, our organization translates volunteer service hours into financial or FTE's.	1	2	3	4	5
• Descriptive and outcome data are collected on volunteers.	1	2	3	4	5
• Our organization respects the time commitments of volunteers.	1	2	3	4	5
• Our organization identifies gaps in our capacity that volunteers could fill.	1	2	3	4	5
• Our organization identifies various volunteer roles and time commitment based on organization's needs	1	2	3	4	5
• We do an effective job of recruiting volunteers.	1	2	3	4	5
• Volunteer recruitment materials reflect current trends in volunteerism and activities at your organization.	1	2	3	4	5
• We use effective volunteer recruitment methods such as presentations, with written materials, media events and email.	1	2	3	4	5
• We effectively use technology for volunteer recruitment.	1	2	3	4	5
• We have written job descriptions (duties, skills, qualifications, performance measures) for all volunteers	1	2	3	4	5
• We interview volunteers before placement.	1	2	3	4	5
• Our organization matches volunteers' skills, knowledge attitudes and interests with appropriate placement and activities.	1	2	3	4	5
• We offer volunteer opportunities at different levels of responsibility and intensity	1	2	3	4	5
• We provide a volunteer orientation.	1	2	3	4	5
• We have a comprehensive volunteer handbook.	1	2	3	4	5
• We clearly define volunteer roles and responsibilities.	1	2	3	4	5
• Volunteers are always provided resources, support and training to do their job.	1	2	3	4	5

## RURAL COMMUNITY ASSETS FUND PRE-ASSESSMENT

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| • Our organization trains staff to work with volunteers.   | 1 | 2 | 3 | 4 | 5 |
| • Our organization has an ongoing support system for volunteers after placement.   | 1 | 2 | 3 | 4 | 5 |
| • We provide adequate equipment and supplies for our volunteers.   | 1 | 2 | 3 | 4 | 5 |
| • In our organization, all staff have volunteer management responsibilities clearly written into their job descriptions.       | 1 | 2 | 3 | 4 | 5 |
| • Our organization provides appropriate accommodations for volunteers with special needs.                                      | 1 | 2 | 3 | 4 | 5 |
| • We provide clear lines of volunteer supervision.   | 1 | 2 | 3 | 4 | 5 |
| • Volunteers always understand their roles within our organization.  | 1 | 2 | 3 | 4 | 5 |
| • Our leadership inspires volunteers.  | 1 | 2 | 3 | 4 | 5 |
| • Our volunteers feel valued and appreciated.  | 1 | 2 | 3 | 4 | 5 |
| • Volunteers are encouraged to reach their full potential  | 1 | 2 | 3 | 4 | 5 |
| • Volunteers have access to computer hardware and software if needed.  | 1 | 2 | 3 | 4 | 5 |
| • Our volunteers are involved in program changes as they are planned and implemented.  | 1 | 2 | 3 | 4 | 5 |
| • Our organization recognizes volunteers on the basis of performance.  | 1 | 2 | 3 | 4 | 5 |
| • We provide opportunities for volunteers to self –assess their level of satisfaction with the organization                    | 1 | 2 | 3 | 4 | 5 |
| • We thank and recognize volunteers for their work both privately and publicly.  | 1 | 2 | 3 | 4 | 5 |
| • We offer volunteer opportunities at different levels of responsibility and intensity.  | 1 | 2 | 3 | 4 | 5 |
| • Our organization understands the VALUE volunteers bring to our organizational culture.                                       | 1 | 2 | 3 | 4 | 5 |
| • Our organization offers professional development opportunities and training for volunteer managers.                          | 1 | 2 | 3 | 4 | 5 |
| • We include our volunteer program results in our annual report  | 1 | 2 | 3 | 4 | 5 |
| • Volunteers actively engage in project planning.  | 1 | 2 | 3 | 4 | 5 |
| • We maintain a data base that includes volunteer demographics, hours and assignments.   | 1 | 2 | 3 | 4 | 5 |
| • We monitor volunteer retention and assess the reason for unexpected turnover.  | 1 | 2 | 3 | 4 | 5 |
| • Our organization assesses employees’ ability to work with volunteers.  | 1 | 2 | 3 | 4 | 5 |
| • We create new volunteer opportunities as necessary.  | 1 | 2 | 3 | 4 | 5 |
| • We regularly see evidence of how volunteers increase the capacity of paid staff to meet organizational goals and priorities. | 1 | 2 | 3 | 4 | 5 |
| • Our organization does an effective job of retaining our volunteers.  | 1 | 2 | 3 | 4 | 5 |



**APPENDIX C**  
**STRONG APPLICATION LANGUAGE EXAMPLES**

**DO NOT** use this example language in your application. These are examples ONLY, and do not fulfill all requirements of the listed application section. Only two sections are represented- Executive Narrative and Organizational Capacity.

**PROPOSAL NARRATIVE EXAMPLES (EXCERPTS)**

- 1) The funding will be used for continuing education for our Reading Program Coordinator, who is the primary volunteer manager. This includes attending the XYZ Volunteer Management Certification Program provided by the QRS Association. In addition to training our Reading Program Coordinator in volunteer recruitment and management strategies, the rest of the funding would be used to procure a proper volunteer management software system so that we may more accurately manage the work and outcomes of our volunteers.
  
- 2) XYZ, Inc. currently manages the XYZ Mentoring Program. We use analytical and decision-making skills to assist in pairing volunteers with appropriate youth, identifying mentor's specific talents/skills that will help youth reach their highest potential.

Our mentors need proper training materials in order to effectively work with mentees. Funding will be used to purchase 50 XYZ Mentoring Program Leader Guides.

- 3) This grant will allow LMNOP, Inc. to accomplish two tasks: (1) Recruit, through marketing and presentations at a variety of businesses and organizations, an additional 50 volunteers for our high school program that empowers young people to own their economic success in a highly competitive world, and (2) Purchase a customer relationship management (CRM) database so that we can organize school program requests, and maintain volunteer and donor records.
  
- 4) Volunteers are currently working with students who have little exposure to vocational role models. We recruited professionals, who could share in age-appropriate settings, to participate in a speed-dating, "Career-ousel" format for grades K through eight and a "Lunch & Learn" format for high school students. The volunteers are

diverse in their professions, genders and race. We also hosted a local robotics team to provide several days of workshops and recruited construction and IT volunteers.

The academic enrichment program provides access to technology for homework assignments and other technological skills. Our students are traditionally underrepresented in STEM careers. We desire to change that. Funding will be used to purchase 20 netbooks so that volunteers can walk through a Microsoft Office and computer programming curricula with each student. Each curriculum requires a total of 20 hours of training, and students take an exam at the end of the session for a certification offered by Bob IJK State College.

## **ORGANIZATIONAL CAPACITY EXAMPLES**

- 1) Our current volunteer program includes 200 volunteers in a variety of mentoring and tutoring roles. We hired and training a Volunteer Coordinator in 2015, implemented new volunteer tracking software this year, and began revising and improving our volunteer application, training and recognition strategies.
- 2) ABC Ministries (ABC) has been incorporated since 2001 with a current full-time staff of 3 and a part-time staff of four. PSM's annual budget is \$XXX. A dedicated development staff person and a business/operations manager both have six years of experience writing, administering, and reporting grants, including Main County government funds and federal Community Development Block Grant funds.
- 3) ABC has complied, with and will continue to comply with, all applicable federal and state rules and regulations for all grants awarded to the organization. Accountability measures include an annual external audit and internal compliance with a financial procedures manual reviewed by the board of directors annually. The board treasurer, who has CPA and CFE credentials, leads the board's finance committee. Our Finance Director reviews and approves expenditures weekly. Only one staff member has a credit card, and must have approval before using.