

VOLUNTEER FLORIDA
EXHIBIT I: RURAL COMMUNITY ASSETS FUND PROVIDER AGREEMENT

This Provider Agreement is hereby made and entered into by and between the Florida Commission on Community Service, doing business as Volunteer Florida (the "Commission"), having its principle place of business at 3800 Esplanade Way, Suite 180, Tallahassee, FL 32311, and the organization referred to as Big Brothers Big Sisters of the Big Bend, Inc., a corporation organized under the laws of the State of Florida (the "Provider") (collectively, the "Parties") and referred to herein as the "Provider Agreement." The contract period is January 1, 2017 – June 30, 2017.

In consideration of the contract for granted funds by the Commission and of the advantages and benefits received by the Provider by virtue of such relationship, the receipt and adequacy of all of which considerations are hereby acknowledged; NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth herein, the Parties agree as follows:

I. PROVIDER AGREEMENTS

A. Provider Agreement Term.

The term of the Provider Agreement is for the period beginning on January 1, 2017 and terminating on the June 30, 2017 (the "Termination Date").

B. Contract.

- a. Total Contract Amount: \$14,260
- b. Total Volunteer Florida Share: \$10,000
- c. Total Grantee (Provider) Share: \$4,260

C. Termination.

1. Termination at Will. This contract may be terminated without cause by either of the Parties upon no less than sixty (60) calendar days' notice provided in writing in accordance with all notice provisions included herein, unless both parties mutually agree upon a lesser time. Notice will only be sufficient if it complies with the notice requirements identified herein.

2. Termination Due to Lack of Funds. In the event the Commission determines funds necessary to finance this Provider Agreement become unavailable, the Commission may immediately terminate the Provider Agreement by providing written notice in accordance with all notice provisions herein. The Commission shall be the final authority as to the availability of funds.

3. Termination for Breach. The Commission may immediately terminate this Provider Agreement for cause, including for non-compliance or breach of contract by the Provider. If applicable, the Commission may employ the default provision in Florida Administrative Code, Chapter 60A-1.006(3). Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the Commission's right to remedies of law or to damages.

4. Overpayment. In the event that the Commission, the Provider or an auditor discovers an overpayment has been made to the Provider, the Provider will repay the overpayment within thirty (30) calendar days.

D. Compliance.

1. The Provider agrees to adhere to the most current policies of the state of Florida as implemented by the Commission. The Provider is responsible for ensuring that all staff, agents, volunteers, or any other individuals or participants acting on behalf of the Provider act in accordance with all such regulations and policies.

2. The Provider will rectify all compliance issues identified by the Commission in writing within the time period set forth by the Commission. Additional grant disbursements may be withheld until the Commission is satisfied all deficiencies have been corrected. If no additional disbursements remain, the Commission may require the repayment of previously disbursed grant funds, in the form of a check written to the Florida Commission on Community Service (Volunteer Florida). Written documentation should include how all noted deficiencies were corrected or an acceptable justification, action plan and timeline of compliance for any deficiencies not corrected within the time period set forth.

E. Program Name. The Provider may not change its program name, as identified in its Funding Application without the prior written approval of the Commission.

F. Program Training. The Provider must attend the required Rural Community Assets Fund training. The training is scheduled for early 2017.

G. Budget. The budget for the delivery of services described in the Provider Agreement, (the "Program Budget") as well as a budget narrative is identified in Exhibit II, which is attached hereto and incorporated by reference herein.

1. Match Requirements and Cash or In-Kind Contributions

a. The Provider must provide matching funds cash or in-kind contributions as stated in the approved Budget.

b. Partnering organizations working with the Provider to provide cash or in-kind contributions must submit a letter on their organization's letterhead signed by an authorized official of the organization stating the amount of cash or in-kind contribution donated to the Provider and any required stipulations. Cash or in-kind contribution letters must include a description of each service or resource that will be provided and the dollar value of each.

2. Budget Revisions: Approval must be obtained by the Commission if the Provider intends to adjust a budget line by ten percent (10%) or more of the Provider Budget. The Commission reserves the right to disallow any such revisions. Revisions to the Program Budget must be submitted using the Volunteer Florida Budget Revision Request Form attached hereto as Exhibit IV and incorporated herein by reference.

H. Property. The Provider agrees that any purchases in furtherance of the Provider Agreement shall be procured in accordance with the provisions of Florida Statutes §§ 403.7065 and 287.045. To purchase any goods to be used in furtherance of the Provider Agreement, which are not identified in the approved Program Budget and have a purchase price equal to or greater than \$1,000, the Provider must obtain prior written approval from the Commission.

I. Program Reporting. All programs are required to complete and submit initial, mid-cycle and end of cycle reports ("**Program Reports**") during the term of the Provider Agreement via a format approved by the Commission. The initial Program Report shall be submitted by the Provider no later than Tuesday, January 17, 2017. The mid-cycle Program Report shall be submitted by the Provider no later than Monday, April 17, 2017, to cover the period of January 1, 2017 - March 31, 2017. The final Program Report shall be submitted by the Provider no later than Monday, July 17, 2017 to cover the period of April 1, 2017 - June 30, 2017. Notwithstanding, the Commission reserves the right to require Providers to submit any Program Report at any point during the term of the Provider Agreement.

For further information on what is required to report please see Exhibit V: Reporting Guidance.

J. Other Reports. The Provider agrees to provide other reports as may be requested by the Commission.

1. Periodic Expense Reports. The Provider will submit to the Commission Mid-Cycle and Final Program Invoices using the Program Invoice Form attached hereto as Exhibit III and incorporated herein by reference (the "**Program Invoice**"). All Invoices are due on the dates outlined in section F, above, for Program Reports. If circumstances occur delaying the Program Invoice, an explanation should be sent in writing, electronically, to the Commission before the Program Invoice is due. If the Provider submits invoices late, the Commission reserves the right to forfeit disbursement of grant funds. If no payments remain, the Commission reserves the right to require repayment of disbursed grant funds, in the form of a check written to the Florida Commission on Community Service (Volunteer Florida).

2. Supporting Documentation. The Provider will submit supporting documentation for all expenditures related to performance under the Provider Agreement mid-cycle and end of cycle. Errors in Program Invoices, or any supporting documentation, may require the repayment of previously disbursed grant funds, in the form of a check written to the Florida Commission on Community Service (Volunteer Florida). The Commission reserves the right to review any documents related to Program Invoices at any time during the program period.

3. Final Financial Reports for Reimbursement and Close out. The Provider agrees to submit its final Program Invoice by Tuesday, July 17, 2017 or the date of agreement termination, whichever is earlier. After end of cycle financial reconciliation of Program Invoice Forms by Commission staff, all unused grant funds must be returned to the Commission within fifteen (15) days, in the form of a check written to the Florida Commission on Community Service (Volunteer Florida). If the Provider fails to submit the final Program Invoice within the specified time, the Commission may require the repayment of previously disbursed grant funds, in the form of a check written to the Florida Commission on Community Service (Volunteer Florida).

4. Property. At the end of the Provider Agreement the Provider agrees to submit a current inventory of all goods purchased in furtherance of the Provider Agreement with a purchase price equal to or greater than \$1,000.00, that were purchased with funds provided through this Provider Agreement (the "**Procurement Inventory**").

The Procurement Inventory must include a description of the property, model number, and serial number, date of acquisition, cost, inventory number and

information on the location, condition, transfer, replacement or disposition of the property. The Procurement Inventory is due to the Commission within fifteen (15) days of the Termination Date.

The Commission has the right, upon termination of this Provider Agreement, to the title and possession of any goods purchased by the Provider in furtherance of this Provider Agreement. The Provider will act with good faith to comply with this provision of the Provider Agreement and ensure the Commission has knowledge of such goods and access to retrieve same. If the Commission chooses not to accept title or possession of such goods the Commission may require the equivalent cash value in lieu of title and possession.

Disposing of property, including technology equipment, will require the program to follow the Property Disposal Protocol and have prior approval by the Commission.

K. Partnership Development and Site Agreement

1. The Provider may enter into written agreements with other private and public organizations, as identified in the Funding Application, to cooperate and coordinate the provision of services under the terms of this Provider Agreement.
2. Such partnerships may include, but are not limited to, the following agreements:
 - a. contributions of cash support for the services provided under the terms of this contract;
 - b. contributions of in-kind support for the services provided under the terms of this contract;
 - c. coordination of service activities to prevent duplication of effort;
 - d. training, training space or trainers;
 - e. promotions or public relations; and

L. Training and Technical Assistance. Training or technical assistance provided by or to the Provider, including its staff, volunteers, and related parties, under this contract must be designed to facilitate the improvement of the services, strengthen the development of skills and knowledge for the staff and volunteers, and strengthen the communities in which services are provided. Training or technical assistance may be provided directly by the Provider, a community partner (such as a local volunteer center) or other local resources requested from or coordinated through the Commission.

M. Quality Assurance and Evaluation

1. The Provider will track and document progress made toward accomplishing the performance measures identified in the Provider's application for funding and specific deliverables of this Provider Agreement.
2. The Provider agrees to facilitate, conduct and participate in technical assistance, external reviews, and other continuous improvement activities related to these services.
3. To be assured of satisfactory performance of the terms and conditions of the Provider Agreement, the Provider agrees to permit persons duly authorized by the Commission to inspect any records, papers, documents, facilities, goods and services of the Provider that are relevant to this contract, or to interview any clients, employees, volunteers, or any other parties affiliated with the Provider upon reasonable notice. This includes the Commission's right to conduct on-site visits of the Provider's offices and any location where the Provider is providing goods or services pursuant to the Provider Agreement. The Provider specifically agrees to assure that financial records will be subject, at all reasonable times, to inspection, review or audit by Commission personnel or individuals authorized by the Commission.
4. The Provider will facilitate contact with community agencies or individuals for the Commission or its consultants.

N. Records and Documentation

1. The Provider agrees to maintain records of deliverables, including reports and program and participant data; financial records, supporting documents, statistical records and any other documents (including electronic storage media) arising out of this Provider Agreement for a period of five (5) years after termination of this Provider Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this subcontract.

2. The Provider agrees to allow public access to all documents, papers, letters, or other materials subject to the provisions of Florida Statutes, including, but not limited to, Chapter 119, Fla. Stat., made or received by the Provider in conjunction with the, Provider Agreement. The Provider's refusal to comply with this provision will constitute a breach of contract.

a. Safeguarding Information. The Provider agrees not to use or disclose information concerning a recipient of services under this agreement for any purpose not in conformity with any Florida statutes, including, but not limited to Chapter 119, Fla. Stat., or federal regulations, including, but not limited to

45 CFR, Part 205.50, except upon written consent of the recipient or the recipient's responsible parent or guardian when authorized by law.

b. Assignments and Subcontracts. The Provider may not assign this Provider Agreement, or sub-contract any portion of the work contemplated under this Provider Agreement without prior written approval of the Commission. No such approval by the Commission will be deemed in any manner to provide for the incurrence of any obligation of the Commission in addition to the total dollar amount agreed upon in this contract. All such assignments or sub-contracts will be subject to the terms and conditions of this Provider Agreement, and any other obligations the Commission may require.

c. Indemnification. Provider agrees to indemnify and holds the Commission, its officers, directors, employees, affiliates, licensees, and agents harmless from any and all costs, (including reasonable attorneys' fees, disbursements, expenses, and court costs), expenses, damages, or other liability to third parties arising from or related to this Provider Agreement. The Provider shall give prompt notice as described herein to the Commission of any suits, claims, or demands by third parties which may give rise to any claim for which indemnification may be required under this Provider Agreement; provided however, that failure to give such notice shall not relieve the Provider of its obligation to provide indemnification hereunder except, if and to the extent that such failure materially and adversely affects the ability of the Provider to defend the applicable suit, claim, or demand. The Provider shall be entitled to assume the defense and control of any such claim at its own cost and expense; provided, however, that the Commission shall have the right to be represented by its own counsel at its own cost in such matters. Neither the

Provider nor the Commission shall settle or dispose of any such matter in any manner which would adversely affect the rights or interests of the other party (including the obligation to indemnify hereunder) without the prior written consent of the other party, which shall not be unreasonably withheld or delayed. Each party shall cooperate with the other party and its counsel in the course of the defense of any such suit, claim or demand, such cooperation to include without limitation using reasonable efforts to provide or make available documents, information and witnesses. Nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Florida statute, §768.28.

d. Incident Reporting. In compliance with all applicable Florida Statutes, including, but not limited to Chapter 415, Fla. Stat., an employee or agent of the Provider who knows, or has reasonable cause to suspect that a child, elder, or adult with a disability is or has been abused, neglected or exploited, shall immediately report such knowledge or suspicion to the abuse registry operated by the Florida Department of Children and Families on the single statewide toll-free telephone number at 1-800-96-ABUSE (800-962-2873).

O. Insurance. The Provider agrees to provide adequate liability, fidelity, property and vehicle insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this subcontract. The Provider accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protections for the Provider and the clients to be served under this subcontract. Upon execution of this subcontract, the Provider will furnish the Commission written verification supporting both the determination and existence of all such insurance coverage. The Provider shall provide proof of insurance coverage to the Commission by Tuesday, July 17, 2017.

P. Sponsorship

1. The Provider agrees to, in publicizing, advertising, or describing the sponsorship of a program funded wholly or in part by the Commission, state "Sponsored by --- and Volunteer Florida". If the sponsorship reference is in written material, the words "Volunteer Florida" shall appear in the same size letter or type as the name of the Provider.

2. The Provider agrees to incorporate the Volunteer Florida logo as appropriate on all letterhead, brochures, newsletters, business cards, stationery, posters, flyers, and

other written and pictorial communication media for all programs funded wholly by the Commission.

3. The Provider agrees to notify the Volunteer Services Director as soon as possible when engaging in contact with the media; and to provide the Commission's tag line to all media contacts for all programs funded wholly or in part by the Commission.

Q. Conflict of Interest. The Provider shall affirm that neither the Provider, nor any of its directors, officers, members or employees has any interest nor shall acquire any interest, either directly or indirectly, which would conflict in any manner or degree with performance of the service hereunder. The Provider further agrees that in the performance of the Provider Agreement, no person having such interest shall be employed by the Provider.

R. Nepotism. No person may hold a job or position with the Provider in which a member of his/her immediate family exercises supervisory authority within the program. A member of an immediate family includes: husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law and separated spouses.

S. Technical Assistance. In those instances where the Commission is unable to provide direct technical assistance to the Provider, the Commission will assist the Provider in obtaining any necessary technical assistance and training as determined by the Commission to be necessary for proper performance by the Provider under this Provider Agreement.

T. Site Visits. Following any quality assurance or continuous improvement review, the Commission will deliver in a timely fashion to the Provider a written report with comments and recommendations regarding the manner in which services are being provided.

U. Contract Continuation. Not applicable.

Incorporated Contract Exhibits:

- I. Provider Agreement
- II. Program Budget
- III. Program Invoice Form
- IV. Budget Revision Request Form
- V. Reporting Guidance Templates [Pre/Post Assessment, Reporting Guidance and Templates, Volunteer Demographics Report]
- VI. W-9 and Vendor EFT Form
- VII. Contract Checklist

IN WITNESS THEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

PROVIDER

Lead Agency Legal Name

Big Brothers Big Sisters
of the Big Bend

Signed by:



Signature

Alva Striplin

Name

CEO

Title

12-29-16

Date

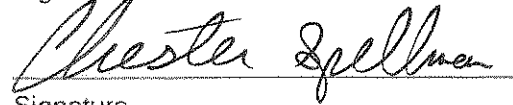
Provider Fiscal Year End Date:

FEIN#:

59-2130789

COMMISSION

Signed By



Signature

Chester W. Spellman
Chief Executive Officer

2/14/17

Date



RURAL COMMUNITY ASSETS FUND FY 2016-2017
APPLICATION

Budget Narrative (One (1) page maximum): BBBS is requesting Volunteer Florida fund 70% of the total agency financial impact to expand our Youth Mentoring Program by an additional five youth in rural communities. The personnel costs paid by Volunteer Florida will be used exclusively for RCAF purposes only. The remaining 30% of all expenses will consist of agency matching funds as outlined below. Program staff consisting of one Program Director, one Program Manager, and one Program Coordinator (total salaries \$108,000) designate a percentage of time to matches currently residing in these counties (33/160 total matches or 25.4%) which equals a combined total of \$38,391.50 in salaries and benefits. Staff time will be increased by 30% totalling an additional cost of \$11,517.45 of salary impact. Direct personnel expenses for the five additional matches added due to RCAF funds will solely finance consistent and ongoing verbal contact between staff and mentor, mentee and mentee family members throughout the life of these five rural community matches.

$(.3 \times 38391.5) = (.68 \times 11517.45) + (.32 \times 11517.45)$

Additional training and support expenses include five additional background checks (5x26.51), training support manuals (5x50), BBBSA ImpactU online classes (5x52), technology resources to sustain online application processing (5x150), and 35% of additional volunteer recruitment efforts. Volunteer recruitment efforts in rural counties consists of three tabling/sponsor events (3x100), five lunches/dinners with community partners (5x50), targeting social media efforts (150), logo and print materials for distribution (500), rural community Chamber memberships/sponsorships (3x200), and donation bin placements and servicing for heightened visibility (250).

$(.7 \times 13,627.50) + (.3 \times 13,627.50) = \text{Subtotal Training \& Support}$

Staff time is spent traveling from our office in Leon County to both Gadsden and Wakulla counties for the purposes of interviewing youth, recruiting and interviewing mentors, and working with school administration and families. A quality match, which is the focus of BBBS, often requires additional trips throughout the year to the school in which the youth attend. BBBS adheres to policy that staff mileage reimbursement be equal to that of the current rate dictated by the IRS, currently .54. Gadsden county is located 37 miles west of Leon county, and Wakulla county is located 35 miles south of Leon county. Approximately 7 roundtrips via personal vehicle for staff members is allocated, which is derived from 2 roundtrips (one per county) for interviews followed by 5 roundtrips (2.5 per county) for each of the remaining months in the academic calendar. A combined mileage from Leon to Gadsden and Wakulla counties totals \$270 agency financial impact.

TOTAL Travel Expenses: $(.54 \times 500) = (.8 \times 270) + (.2 \times 270)$

To ensure the greatest safety of our youth and comply with 122 years of Big Brothers Big Sisters of America's national standards, all contact with both youth and mentors is recorded into AIM, a national database, as are all current matches. The annual cost is \$3,000, 11% of which will be allocated to the additional five matches totalling \$330.

TOTAL Equipment: $(3000 \times .11) = (.8 \times 330) + (.2 \times 330)$

TOTAL Budget Amounts: $[.8(11900+270+330)] + [.2(11900+270+330)] = 12500$

The additional 20% matching funds is comprised from various non-restricted contributions including \$1,000 from Arbys, \$3,000 from Bank of America, and \$1,500 from Capital City Bank Foundation. BBBS overall agency budget for 2016/17 fiscal year is \$670,565 with primary sources of funding coming from United Way (18.6%) and Florida Department of Education (47.6%), both of which require fiscal compliance oversight in the form of monthly and quarterly reports. BBBS has received funding from these entities for more than five years and maintains full compliance, ensuring funding stability for subsequent years. BBBS will maintain full compliance with Volunteer Florida grant funding requirements.

VOLUNTEER FLORIDA

LEGAL APPLICANT (LEAD AGENCY):		Big Brothers Big Sisters of the Big Bend, Inc.			
PROGRAM:		Youth Mentoring Program			
PROGRAM YEAR:		2016-2017			
		Volunteer Florida	Grantee	Total	
Program Operating Costs					
1. Training & Support Expenses					
Support Staff	Price per unit	Number of Units			
	\$38,391.50	0.3	\$7,805.96	\$3,711.49	\$11,517.45
Background Checks	\$26.51	5	\$106.04	\$26.51	\$132.55
How to be a Big manuals & training support	\$50.00	5	\$200.00	\$50.00	\$250.00
ImpactU classes through BBBS National	\$52.00	5	\$208.00	\$52.00	\$260.00
Online application	\$150.00	5	\$600.00	\$150.00	\$750.00
Volunteer recruitment	\$3,000.00	0.25	\$600.00	\$150.00	\$750.00
			\$9,520.00	\$4,140.00	\$13,660.00
2. Travel Expenses					
	Estimated Miles	Mileage Rate			
Staff from Leon to Gadsden for interviews & school visits	250	0.54	\$108.00	\$27.00	\$135.00
Staff from Leon to Wakulla for interviews & school visits	250	0.54	\$108.00	\$27.00	\$135.00
					\$0.00
					\$0.00
			\$216.00	\$54.00	\$270.00
3. Technology/Equipment					
	Cost	Usage			
Big Brothers Big Sisters national database (AIM)	\$3,000.00	11%	\$264.00	\$66.00	\$330.00
			\$0.00	\$0.00	\$0.00
			\$264.00	\$66.00	\$330.00
4. Subtotal Equipment					
			\$10,000.00	\$4,260.00	\$14,260.00
TOTAL BUDGET AMOUNTS:					
APPROVED BY LEGAL APPLICANT:					

EXHIBIT III VOLUNTEER FLORIDA RURAL COMMUNITY ASSETS FUND PROGRAM INVOICE FORM			
LEGAL APPLICANT (LEAD AGENCY):			
PROGRAM:			
INVOICE DATES:		TO	
PROGRAM YEAR:	2016-2017		
	QUARTERLY EXPENSES		
	Volunteer Florida	Grantee	Total
SECTION I: Program Operating Costs			
1. Training and Support Expenses			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
1. Subtotal Training and Support	\$0.00	\$0.00	\$0.00
2. Travel Expenses			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
2. Subtotal Travel Expenses	\$0.00	\$0.00	\$0.00
3. Technology/Equipment Expenses			
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
3. Subtotal Transportation Expenses	\$0.00	\$0.00	\$0.00
TOTAL PIF AMOUNTS:	\$0.00	\$0.00	\$0.00
Volunteer Florida / Grantee Share:	#DIV/0!	#DIV/0!	#DIV/0!
APPROVED BY (must be typed or signed by program):			
Date Program Invoice Form sent to Volunteer Florida:			

EXHIBIT V
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 Tuesday, January 17, 2017

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

April 1, 2017- June 30, 2017 data: Due Tuesday, July 17, 2017

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

CATEGORY	AS OF DECEMBER 31, 2016	MID-CYCLE JANUARY 1, 2017- MARCH 31, 2017	END OF CYCLE APRIL 1, 2017 JUNE 30, 2017
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)			

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 according to the Provider's volunteer tracking system: All volunteers' name (recruited for this grant's purposes), 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.

EXHIBIT V

RURAL COMMUNITY ASSETS FUND PRE/POST ASSESSMENT

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

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

