



# VOLUNTEER RESOURCE GUIDE FOR NORTHERN COLORADO

Greetings Larimer County Nonprofit Organization!

United Way of Larimer County's Volunteer Center is excited to extend this invitation to be included in the 2010-2011 edition of **Northern Colorado's Volunteer Resource Guide**, published in partnership with the Fort Collins Coloradan. The Volunteer Resource Guide reaches thousands of homes in Larimer County and acts as a promotional and volunteer recruitment opportunity for all agencies involved.

## **THE DEADLINE FOR INCLUSION IS MONDAY, APRIL 19, 2010**

Please note that the Volunteer Resource Guide is published once a year. Due to publishing deadlines, information submitted after Monday, April 19, 2010 may not be included in the Volunteer Resource Guide.

To be included in this year's edition of the Volunteer Resource Guide, please complete the enclosed ***New Agency Information Form*** (pages 5-8).

Please submit to United Way of Larimer County's Volunteer Center no later than Monday, April 19, 2010 by:

- **FAX:** 970-407-7011
- **EMAIL:** [jmcmannes@uwaylc.org](mailto:jmcmannes@uwaylc.org)
- **HAND DELIVERY OR REGULAR MAIL:**

Jami McMannes  
c/o United Way Volunteer Center  
424 Pine Street, Suite 102  
Fort Collins, CO 80524

If you have any questions, feel free to contact Jami McMannes at 970-407-7055 or [jmcmannes@uwaylc.org](mailto:jmcmannes@uwaylc.org).

Thank you,

**The United Way Volunteer Center Staff**

# VOLUNTEER RESOURCE GUIDE

The Northern Colorado Volunteer Resource Guide is produced to encourage and promote civic engagement and volunteerism. Nine editions of this Volunteer Resource Guide have been published, distributed, and well received by the community. The Volunteer Resource Guide will be published annually to help meet your volunteer needs. Below are details about the Volunteer Resource Guide.

## COMMONLY ASKED QUESTIONS

### **WHAT IS IT?**

The Volunteer Resource Guide is a 64-page booklet of volunteer resources in Larimer County that is distributed throughout Larimer County starting in the summer of 2010. The Guide includes a directory of agencies in Larimer County that use volunteers to accomplish their mission and serve the community as well as a calendar of events that individuals, families, and youth can volunteer for, a listing of local Community Groups, contact information for Nursing Homes and Assisted Living Facilities and more. The Volunteer Resource Guide is distributed to thousands of homes, schools, businesses and organizations in Larimer County. There is no fee to be included in the Guide.

### **WHO WILL BE INCLUDED IN THE VOLUNTEER RESOURCE GUIDE?**

Organizations in Larimer County that utilize volunteers and meet United Way Volunteer Center *INCLUSION/EXCLUSION CRITERIA* (visit [www.uwaylc.org](http://www.uwaylc.org) and click on "VOLUNTEER" for more information) are invited to be included in the Volunteer Resource Guide. Organizations may choose to be included in the Directory, the Special Events Calendar, or both.

### **DISCLAIMER OF RESPONSIBILITY**

Inclusion in United Way of Larimer County's Volunteer Center Northern Colorado Resource Guide and other promotional resources should in no way be construed to constitute an endorsement of an agency or organization or its service, nor should exclusion be construed to constitute disapproval. The information that appears in The Northern Colorado Volunteer Resource Guide, our volunteer database and resource listings was provided by the agencies and organizations. United Way of Larimer County's Volunteer Center makes no representation with respect to the completeness of the information.

United Way of Larimer County's Volunteer Center also reserves the right to edit information to meet format, guideline and/or space requirements.

### **HOW CAN MY ORGANIZATION BE INCLUDED IN THE VOLUNTEER RESOURCE GUIDE?**

To be included in the Guide, please fill out the enclosed Agency Information Form (starting on page 9) and return it to United Way Volunteer Center **no later than Monday, April 19, 2010.** Forms can be returned by:

- **FAX:** 970-407-7011
- **EMAIL:** [jmcmannes@uwaylc.org](mailto:jmcmannes@uwaylc.org)
- **HAND DELIVERY OR REGULAR MAIL:**

Jami McMannes  
c/o United Way Volunteer Center  
424 Pine Street, Suite 102  
Fort Collins, CO 80524

## **WHY SHOULD MY ORGANIZATION BE A PART OF THE VOLUNTEER RESOURCE GUIDE?**

The Volunteer Resource Guide is an effective tool to build your organization's Volunteer Program. Thousands of volunteers, including businesses, schools, faith-based groups and more refer to this booklet when seeking volunteer opportunities. The Volunteer Resource Guide reaches thousands of homes, and is published in a format that encourages community members to save the Guide for future reference. In addition, the information collected for the Guide is utilized by the Volunteer Center and other organizations when referring volunteers to community opportunities. Your information will also be included in the online volunteer software, 1800Volunteer.org (soon to be HandsOn Connect) and in other promotional efforts. Please note: Recruitment for the Guide enables the Volunteer Center to update contact information for your agency. You may receive automated emails from United Way software during this process. Also, as an affiliate of the Volunteer Center, you will begin to receive regular updates from the Volunteer Center about upcoming programs such as Make A Difference Day, Volunteer Recognition efforts, and more.

**\*\*New for this year!** This year, the Northern Colorado Volunteer Resource Guide will also be featured online as an electronic booklet that viewers can search through.

## **IS THIS BEING COLLECTED FOR THE UNITED WAY 2-1-1 DATABASE?**

While United Way 2-1-1 and United Way of Larimer County's Volunteer Center do work very closely together, the information collected for the 2-1-1 Database and the Volunteer Resource Guide is different. If you would also like to be included in 2-1-1 resources, please see the "Additional Information" portion of the *Agency Information Form* (page 6) and you will be contacted by a 2-1-1 Referral Specialist for more information.

## **WHO DO I CONTACT WITH QUESTIONS ABOUT THE VOLUNTEER RESOURCE GUIDE?**

Please contact Jami McMannes at United Way of Larimer County's Volunteer Center with any questions you have about the Guide. Jami can be reached at 970-407-7055 or [jmcmannes@uwaylc.org](mailto:jmcmannes@uwaylc.org).

## **VOLUNTEER RESOURCE GUIDE INCLUSION SPECIFICS DIRECTORY**

The Directory section of the Volunteer Resource Guide will include:

- The organization's name and mission statement
- Volunteer Program Manager's name or the contact person for volunteers within the organization
- A contact phone number, email address, agency address, and web site
- The organization's policy on working with youth and/or court-ordered volunteers (this will be indicated by icons next to each directory listing)
  - **Youth Volunteers** include volunteers under the age of 18. For information about accommodating youth and family volunteers, contact Andrea Bloomquist at 970-407-7054 or [abloomquist@uwaylc.org](mailto:abloomquist@uwaylc.org).
  - **Court-Ordered Volunteers** include adult and youth volunteers that are required to perform community service as issued by the Larimer Court Systems. For information about involuntary community service, contact the Alternative Sentencing Unit at 970-498-5280.

- A brief description of the organization's volunteer program, including requests for volunteers with special skills, specific volunteer positions, and any other information the organization would like to share with potential volunteers.

The Directory section is organized into twelve categories. Agencies may request which category they would prefer to be listed under. Organizations in each category will be listed alphabetically. All placements and listings are subject to editing by United Way of Larimer County's Volunteer Center.

## **CALENDAR OF SPECIAL EVENTS**

The Calendar of Special Events will list nonprofit related events that will be in need of volunteers. These events will appear in calendar format and must take place between June 2010 and August 2011. This includes (but is not limited to) fundraisers, volunteer recognition events, annual events, and special one-time volunteer opportunities. Events that are scheduled for a specific month but do not yet have a set date are welcome in this section, as well as events that are scheduled but no finalized volunteer positions are currently available.

## **INDEX**

Located in the back of the Guide is the Index. Agencies are listed here under the city location, and then alphabetically by agency name with the numbers of the pages on which their full description can be found. If an agency has facilities in more than one township, the agency will be listed under the city of the main office location. For example, United Way of Larimer County has two office locations: one in Fort Collins and one in Loveland. However, since a majority of United Way operations are performed by staff at the Fort Collins facility, United Way will be listed in the index under "Fort Collins".

## **PHOTOGRAPHS**

A number of photographs appear on the cover and inside the Volunteer Resource Guide. To have a photo showcasing volunteer work at your agency published in the Guide, please email the image (.jpg or .tif preferred) to Jami at [jmcmannes@uwaylc.org](mailto:jmcmannes@uwaylc.org). Please include a brief description of the photo. Photos should be of descent resolution and consent of persons appearing in the photos must be obtained in writing by your agency before being submitted. All photographs are subject to editing. If you would like to include photographer credit, please include this information in your caption. There is no guarantee that your photo will be published.

# VOLUNTEER RESOURCE GUIDE

## NEW AGENCY INFORMATION FORM

Please provide your contact information below. Please check the box next to which address information you would like published in the guide.

Official Agency Name: \_\_\_\_\_

Main Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Organization Web Site: \_\_\_\_\_

Are you a registered 501c3 organization?  Yes TAX ID #: \_\_\_\_\_  No

Organization Mission Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

//The Primary Contact Person will receive periodic electronic updates from the Volunteer Center via email. If other members in your organization would also like to receive these updates, please include contact information here. This information will not be included in the Guide unless noted.

Primary Contact Person to be listed in Guide: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

//If other members in your organization would also like to receive updates, please include contact information here. This information will not be included in the Guide unless noted.

Secondary Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## DIRECTORY

//Please select the top **two** categories under which you would most like your organization listed. Organizations in each category will be listed alphabetically. United Way Volunteer Center reserves the right to place your organization in other categories, as appropriate and as space provides.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Animals & Environment | <input type="checkbox"/> Government Programs           | <input type="checkbox"/> Resources & Services |
| <input type="checkbox"/> Arts & Culture        | <input type="checkbox"/> Health & Wellness             | <input type="checkbox"/> Seniors              |
| <input type="checkbox"/> Hunger & Homelessness | <input type="checkbox"/> Women & Families              | <input type="checkbox"/> Youth & Families     |
| <input type="checkbox"/> Community Centers     | <input type="checkbox"/> Individuals with Disabilities |   |

//Is your organization open to working with CSU Service-Learning students? (Visit <http://tilt.colostate.edu/sl/> for information about Service Learning)

Yes  No

//Does your organization work with Court-Ordered volunteers?

- Yes     No     Depends on the offense

//Does your organization have a need for Spanish speaking or bilingual volunteers?

- Yes     No

//May we list your organization with a “Youth Friendly” icon next to it? (The “Youth Friendly” icon indicates organizations that can accommodate volunteers under age 18)

- Yes     No **If Yes**, what are the age limits for youth volunteers at your organization?

\_\_\_\_\_ to \_\_\_\_\_ with supervision    (ex: 10 to 13 with supervision)

\_\_\_\_\_ unsupervised    (ex: 13+ unsupervised)

Please provide a brief description of your organization’s volunteer program below or as an attachment. This can include requests for volunteers with special skills, bilingual volunteers, specific volunteer positions, and any other information your organization would like to share with potential volunteers. **Please include days and times when volunteers can serve.** Please note: in order to fit all the Directory listings in the space allowed that this description is subject to editing. Please limit the description to approximately 125 words or less.

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**ADDITIONAL INFORMATION**

// Please indicate which 2-1-1 and/or Volunteer Center services you would like to learn more about:

- 2-1-1 Information and Referral
- Board Member Training and Recruitment
- 1800Volunteer.org/HandsOn Connect Volunteer Software
- Make A Difference Day
- Other Days of Service
- Technical Assistance Partnership (TAP)
- Youth and Family Volunteer Programs

# CALENDAR OF SPECIAL EVENTS

Please note that the Volunteer Resource Guide will be published in the summer of 2010 and should only include events scheduled between June 2010 and August 2011.

Please provide information on each special event you would like listed in the Calendar of Special Events. If the exact date of the event is not known, please indicate in which month the event will be held. If you have more than three events, please include the information on a separate piece of paper. While we will try to include all events, space limitations may not allow all events to be listed.

Name of Event: \_\_\_\_\_

Type of Event/What is this event for? \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Times/shifts volunteers are needed: \_\_\_\_\_

Event Description: \_\_\_\_\_

Volunteer Duties: \_\_\_\_\_

\_\_\_\_\_

Volunteer Program Manager/Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is this a "Youth Friendly" event? (Can accommodate volunteers under age 18)

Yes

No

If Yes, what are the age limits for youth volunteers at your organization?

\_\_\_\_\_ to \_\_\_\_\_ with supervision (ex: 10 to 13 with supervision)

\_\_\_\_\_ unsupervised (ex: 13+ unsupervised)

Other Comments or Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

More on Next Page

**Name of Event:** \_\_\_\_\_

Type of Event/What is this event for? \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Times/shifts volunteers are needed: \_\_\_\_\_

Event Description: \_\_\_\_\_

Volunteer Duties: \_\_\_\_\_

**Volunteer Program Manager/Contact Person:** \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Other Comments or Instructions: \_\_\_\_\_