

Agency Agreement

- Register, or agree to register, as an agency with United Way of East Central Iowa's Volunteer Now site.
- Submit agency volunteer projects online and ensure descriptions accurately reflect projects.
- Designate a rain date or work with company to reschedule volunteer project.
- Schedule a meeting with Company Project Coordinator(s) prior to DOC to review the DOC Checklist.
- Provide necessary tools and materials to complete projects when possible or let volunteers know what they should provide.
- Provide snacks, water, and lunch to volunteers when possible.
- Report volunteer hours and outcomes on appropriate forms and email to volunteer@uweci.org.
- Provide proof of insurance for your organization by contacting your insurance provider and asking for "Certificate of Insurance" or "Addendum" to your policy for DOC. You must email documents to volunteer@uweci.org by May 1.
- Review safety checklist in Agency Coordinator Guide and ensure volunteers are working in a safe environment. Report all injuries to Angelica Vannatta at angelica.vannatta@uweci.org or 319-398-5372 ext. 822.
- Assign a project coordinator for each volunteer project site.
- Provide orientation and brief introduction to your organization.
- Explain United Way's connection to your organization (i.e., funded partner or promotes and connects volunteers to your organization).
- Provide adequate supervision throughout the volunteer project that includes a detailed description of what needs to be accomplished.
- Provide reflection time for volunteers to understand the impact they had within your organization and how their work they connected to your organization's overall mission.
- Recognize and thank volunteers for their efforts.

Questions? Contact:

Angelica Vannatta, CDE (she/her/hers)
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