



Volunteer
Alexandria

INSPIRE • MOBILIZE • CONNECT

GLOBAL NETWORK AFFILIATE

Business Connections – Intake Form and Agreement

Thank you for your interest in utilizing Volunteer Alexandria's Business Connections Program to coordinate an activity for your group. These activities provide valuable networking opportunities, strengthen leadership and project management skills, and gives your group a chance to work together in a different environment while contributing to the community.

Please note that this is a Fee-for-Service program and expenses depend on the number of volunteers. Expenses for food, beverages, and transportation, if needed, are the responsibility of the team hosting the activity, unless otherwise discussed. Fees depend on the number of volunteers, project development, and materials needed and start at \$750.

Team Activity Information (Please complete):

Name of Company: _____

Contact Name and Title: _____

Phone: _____ Email: _____

Company's focus area: _____

One-time activity only Activities several times throughout the year Pro Bono

Preferred length of project: between 1-2 hours between 2-4 hours between 4-6 hours

Morning Afternoon Any time Weekend Weekday _____

Preferred Date/s, Weekday, or Month/s of Activity: _____

Number of anticipated participants: approximately ____ Staff Members Families, age _____

Preferred project location: At our offices at _____

At our hotel at _____ In the community

Primary goal and objectives for this activity:

Supporting the community Getting to know members Networking
 Relationship Building Being a good corporate citizen Instead of Happy Hour
 Other _____

Does your company currently implement a day of service? No Yes, in the month of _____

Are you seeking assistance in coordinating your day of service? N/A No Yes



Volunteer
Alexandria

INSPIRE • MOBILIZE • CONNECT

GLOBAL NETWORK AFFILIATE

Business Connections – Guidelines

1. Submit a signed Business Connections Intake and Agreement Form 30 days prior to your preferred activity date.
2. Volunteer Alexandria will compile a list of project options for your group after 50% of payment has been received.
3. Assign one or two persons to coordinate this activity with Volunteer Alexandria.
4. Make final payment no later than 10 days after event day.

The **company's team leaders** are responsible for the following:

- Recruiting volunteers within their group
- Securing space for activity (only for on-site activities)
- Distributing all necessary details to all volunteers prior to activity
- Coordinate food and beverages and transportation if needed
- Provide T-shirts as needed
- Ensure all volunteers **sign the liability and release form**
- Coordinate delivery of supplies as needed
- Assist with activity set up and break down
- Inform Volunteer Alexandria of any changes regarding number of anticipated volunteers, times, location, leadership, and any other items relevant to the activity
- Submit "Fee for Service" payment

Volunteer Alexandria will provide the following:

- Consult with team leaders about project
- Develop a list of potential activities according to submitted Intake Form
- Determine what materials/supplies are needed for the project including estimated expenses
- Purchase all materials and supplies and coordinate delivery as needed
- Invite benefitting organization (for on-site activities only)
- Provide all details necessary for volunteers
- Manages all contact with the nonprofit as needed
- Lead the project on event day
- Provide necessary **liability and release form**
- Provide survey as needed
- Delivers all donated items if needed (for on-site activities only)
- Send final invoice to client

I have read and understand the guidelines and will submit first payment of \$750 to Volunteer Alexandria:

Signature and Date: _____