



VOiCEup Berks
201 Washington St, Suite 547
Reading, PA 19601
(484) 706-9364
www.VOiCEupBerks.org
info@VOiCEupBerks.org

VOiCEup Berks brings people together to strengthen communities through meaningful volunteer action. We partner with nonprofits throughout Reading and Berks County.

We Can Support Your Agency.

Partnering with us can bring your organization a variety of benefits:

- **Volunteer Recruitment:** For many organizations finding volunteers takes a great deal of time and resources. VOiCEup Berks recruits volunteers through www.VOiCEupBerks.org. On our site, volunteers find volunteer opportunities by looking at our calendar of projects or by searching according to their interests. Volunteers can then sign up online for the activity(s) that interests them.
- **Volunteer Tracking & Retention:** Our web-based system also allows you to effectively communicate with, manage and track volunteers and the hours they work. By registering on www.VOiCEupBerks.org you have access to volunteer statistics for your organization and individual projects.
- **Organization & Issue Visibility:** Becoming a part of VOiCEup Berks can increase the visibility of your organization allowing you to expand and strengthen your volunteer base. Listing a project on our website increases awareness of your organization, its mission and how people can get involved. Our projects also teach volunteers about your organization and community issues. Large-scale, corporate projects usually attract media attention garnering more support and interest in issues and your organization's impact on them.

Meeting Your Volunteer Needs.

In addition to posting volunteer opportunities on our calendar and website, partnering with us allows your organization and staff to:

- Be matched with volunteer groups from our corporate partners and youth programs
- Submit in-kind donation requests through our Nonprofit Wish List

Partner with us! Visit www.VOiCEupBerks.org and register as an organization by clicking on the "Become a Partner" link, or call us at (484) 706-9364.



VOiCEup Berks
 201 Washington St, Suite 547
 Reading, PA 19601
 (484) 706-9364
www.VOiCEupBerks.org
info@VOiCEupBerks.org

Agency Agreement

Organization Name:		Federal EIN:	
Organization Type:			
<input type="checkbox"/> Civic Organization	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Foundation	<input type="checkbox"/> Government
<input type="checkbox"/> Nonprofit 501(c)(3)	<input type="checkbox"/> School	<input type="checkbox"/> Hospital	<input type="checkbox"/> Other
Street Address:			
City:	State:	Zip Code:	
Phone Number:		Fax Number:	
Website:		Hours of Operation:	
Mission Statement:			
Contact Person:	Position Title:	Email:	Phone:
Secondary Contact Person:	Position Title:	Email:	Phone:
Briefly describe your volunteer needs:			
Genders Served: <input type="checkbox"/> Male Only <input type="checkbox"/> Female Only <input type="checkbox"/> All Genders Served			
Age Groups Served: <input type="checkbox"/> Children & Youth (under 18) <input type="checkbox"/> Adult <input type="checkbox"/> Seniors <input type="checkbox"/> All Ages			

Partner with us! Visit www.VOiCEupBerks.org and register as an organization by clicking on the "Become a Partner" link, or call us at (484) 706-9364.



VOiCEup Berks
201 Washington St, Suite 547
Reading, PA 19601
(484) 706-9364
www.VOiCEupBerks.org
info@VOiCEupBerks.org

Impact Area(s):

- | | | |
|--|---|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Family Services | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Hunger & Homelessness | <input type="checkbox"/> Sports & Recreation |
| <input type="checkbox"/> Children & Youth Education | <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Civic & Community | <input type="checkbox"/> International Service | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disaster & Emergency Services | <input type="checkbox"/> Internships & Employment | |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Justice & Legal Services | |
| <input type="checkbox"/> Faith-based Service | <input type="checkbox"/> Immigrant & Refugee Services | |

Can your organization accommodate volunteer groups?

- Yes, 5-20 volunteers Yes, 20-50 volunteers Yes, 50 or more volunteers No

Is your organization actively involved in times of disaster?

- Yes No

If yes, please describe your role in the event of a disaster:

VOiCEup Berks agrees to the following:

- Recruit and refer potential volunteers in person, by telephone, and through our website www.VOiCEupBerks.org.
- Provide organization with name, telephone number & email of volunteer.
- Provide trained volunteer Project Leader for any project managed directly through VOiCEup Berks.
- Promote recognition of volunteers through award programs.

By signing this agreement with VOiCEup Berks, your organization agrees to the following:

- Certify that it is a non-profit 501(c)(3) organization or public entity serving valid community needs broader than the interest of its membership.
- Comply with all federal policies and regulations regarding non-discrimination and accessibility. Provide service to its clients without regard to race, color, religion, gender, sexual preference, national origin, age, marital or veteran status, or the presence of a non-related medical condition or disability. Likewise, it shall not unlawfully discriminate in the acceptance of volunteers on these bases.
- Actively utilize VOiCEup Berks website to recruit volunteers.

Partner with us! Visit www.VOiCEupBerks.org and register as an organization by clicking on the "Become a Partner" link, or call us at (484) 706-9364.



VOiCEup Berks
201 Washington St, Suite 547
Reading, PA 19601
(484) 706-9364
www.VOiCEupBerks.org
info@VOiCEupBerks.org

- Maintain a safe working environment for all volunteers.
- Respond to VOiCEup Berks periodic requests for updated information to maintain accurate and current volunteer opportunity listings, and notify VOiCEup Berks of any change of address/telephone number/contact person within the volunteer program.
- Provide a drug-free workplace agency.
- Carry appropriate general liability insurance.
- If hosting a VOiCEup Berks Managed Project, coordinate with VOiCEup Berks Volunteer Leaders, to ensure successful outcomes of managed projects.
- Agree to provide necessary volunteer job descriptions, and agency contact information for posting volunteer referrals on the VOiCEup Berks website.
- Report any problems with volunteers directly to VOiCEup Berks.
- Indemnify each prospective volunteer and hold harmless VOiCEup Berks program, its officers, directors, employees and agents, against any and all claims, damages, liabilities, costs and expenses (including, without limitation, all attorney fees and litigation expenses) resulting from VOiCEup Berks programs referral of volunteer(s) to the Agency Partner and any act or omission of any volunteer resulting from the course of volunteer services performed by a volunteer on behalf of the Agency Partner.

Please note:

VOiCEup Berks does not provide Worker's Compensation or any type of medical or liability insurance for any volunteers--adult, family, youth or court. All volunteers must fall within your agency's insurance policies (general liability insurance) regarding volunteers.

VOiCEup Berks **WILL NOT** recruit / refer volunteers to:

- work with private individuals
- take part in political campaigns
- volunteer in any religious organization for the purposes of proselytizing. All work performed for religious organizations must be to provide a community need (i.e., food, clothing, tutoring, child socialization, etc.).
- replace paid workers with volunteers

Remarks/Concerns:

Organization Director Signature

Date

VOiCEup Berks Director Signature

Date

Return this signed form to:
VOiCEup Berks
201 Washington St, Suite 547
Reading, PA 19601

Partner with us! Visit www.VOiCEupBerks.org and register as an organization by clicking on the "Become a Partner" link, or call us at (484) 706-9364.