



Hands On Inland Empire (HOIE), an initiative of Inland Empire United Way, brings people together to strengthen communities through meaningful volunteer action. We partner with nonprofits within San Bernardino & Riverside Counties and the Pomona Valley.

**We Can Support Your Agency:** Partnering with us is free and can bring your organization a variety of benefits:

- **Volunteer Recruitment:** For many organizations finding volunteers takes a great deal of time and resources. HOIE recruits volunteers through [www.HandsOnInlandEmpire.org](http://www.HandsOnInlandEmpire.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.HandsOnInlandEmpire.org](http://www.HandsOnInlandEmpire.org) you have access to volunteer statistics for your organization and individual projects. HOIE can also provide training on managing and retaining volunteers.
- **Organization & Issue Visibility:** Becoming a part of Hands On 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.
- **Qualified Staff:** Nonprofits, like all businesses, need to recruit qualified staff. On our site, JobLinks can help you advertise job opportunities and Scholars can help you find and fund interns who may one day become leaders in the nonprofit sector.
- **Educated Leaders:** HOIE understands that it is important for your Board of Directors to clearly understand the roles and responsibilities of board service. BoardLinks helps nonprofits develop educated boards by recruiting and training community members and connecting them to nonprofits.

**Meeting Your Volunteer Needs:** Hands On can help your agency achieve its mission by providing volunteers seeking to have a "hands on" impact in our community. HOIE can assist you with your volunteer needs through:

- **HOIE Projects:** Your best way to partner with us! Hands On staff works with your organization to develop a project that will occur once or twice a month on a regular basis. We then post the project on our website and assign a volunteer Project Leader to coordinate the project and handle the administrative chores. These projects are attractive to volunteers because they take place in evenings or weekends and last 1–3 hours. HOIE Projects are good for new volunteers because they can sign-up for just one occurrence, don't need extensive training and work in a group under the supervision of the Project Leader. Although individual volunteers may come only once, you can count on us to have an organized group of volunteers for each occurrence. Typical HOIE Projects include recreational evenings for clients (arts & crafts, story times), garden maintenance, food sorting and distribution, meal service at shelters, tutoring, visitations and activities with seniors and assisting with animal rescue efforts.
- **Referrals:** Some of your volunteer needs may not fit the parameters of a HOIE Project. You might need volunteers for a one-time event, on an ongoing basis or during the work day when we typically don't offer HOIE Projects. We can still help by posting a Volunteer Referral on our website as a 'classified ad' describing your volunteer needs. Volunteers will be able to click on a "Have Agency Contact Me" button. Our system will send you an e-mail telling you there is an interested volunteer, including their phone and e-mail address so you can contact them directly.
- **Facility Based Projects:** HOIE also works with corporate and civic groups interested in one-day "Hands On" volunteer opportunities for large groups. A group of 20-500 volunteers could be available for one-day to make needed improvements to your facility, which could include painting, landscaping, light construction (shelving, planter boxes) or murals. HOIE makes site visits to see your needs for future facility improvement and then catalogs that information to present to corporate volunteer groups looking for opportunities. Sooner or later we'll find an effective match with a group that could fulfill your facility-improvement wish list!

Partner with us! Visit [www.HandsOnInlandEmpire.org](http://www.HandsOnInlandEmpire.org) and register as an organization by clicking on the "Become a Partner" link, or call Larry Deckel at (909) 980-2857 ext. 208.



**Hands On Inland Empire**  
*A program of Inland Empire United Way*  
9624 Hermosa Avenue  
Rancho Cucamonga, CA 91730  
T (909) 980-2857 x208  
F (909) 980-2957  
www.handsoninlandempire.org  
info@handsoninlandempire.org

### Agency Agreement

Then print, **sign**, and fax to (909) 980-2957

Name of Agency

Phone

Fax

Site Address

Mailing Address

Days and Hours Open

Website

Executive Director

Email

Phone

Volunteer Director

Email

Phone

Geographical regions served by your organization: \_\_\_\_\_

Briefly describe the mission of your agency: \_\_\_\_\_

Briefly describe the your volunteer needs: \_\_\_\_\_

**Please check the appropriate box below by using the x key:**

- ☐ Nonprofit 501(c)(3) If checked, enter your Federal Identification #: \_\_\_\_\_  
☐ City ☐ County ☐ State ☐ Federal ☐ Hospital ☐ Public School  
☐ Other (please specify) \_\_\_\_\_

**Clients served by your organization: (please x all that apply)**

- ☐ Adults ☐ Senior Citizens ☐ Teens ☐ Children ☐ Animals  
☐ Other: \_\_\_\_\_

**Issues addressed by your organization: (please x all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> AIDS/HIV Support Services  | <input type="checkbox"/> Adult Education and Literacy        | <input type="checkbox"/> Animal Support               |
| <input type="checkbox"/> Arts & Culture             | <input type="checkbox"/> Children and Youth                  | <input type="checkbox"/> Computers & Technology       |
| <input type="checkbox"/> Disaster Relief / Response | <input type="checkbox"/> Donations Sorting                   | <input type="checkbox"/> Employment/Career Assistance |
| <input type="checkbox"/> Environment                | <input type="checkbox"/> Family Services                     | <input type="checkbox"/> Health and Wellness          |
| <input type="checkbox"/> Hospital & Hospice Support | <input type="checkbox"/> Justice and Legal Support           | <input type="checkbox"/> Leadership Development       |
| <input type="checkbox"/> Nutrition Programs         | <input type="checkbox"/> Renovation, Revitalization & Repair | <input type="checkbox"/> Seniors                      |
| <input type="checkbox"/> Substance Abuse            | <input type="checkbox"/> Other: _____                        |   |

**Please indicate the types of volunteers your organization can utilize:**

- ☐ Adults – volunteers over age 18. ☐ Unaccompanied teen volunteers (14-18).  
☐ Family – Adults accompanying pre-teen children. What is the youngest age of accompanied volunteer? \_\_\_\_\_  
☐ Interns – College Student for 10-20 week session approx.

Can you utilize court ordered volunteers?: Yes ☐ No ☐

Conditions or Limitations: (please indicate what type of offenses you cannot accept).

\_\_\_\_\_

The San Bernardino County Courts and Probation Department refer volunteers to our offices with offenses ranging from traffic violations to misdemeanors and felonies. The courts review the client's background records and base their decision to assign community service on that review. Hands On Inland Empire makes every effort to follow any guidelines you set here for referring court-referred volunteers to your agency and clients are screened based upon the current offense(s) only. Hands On Inland Empire **DOES NOT** fingerprint clients, nor do we conduct a federal or local legal screening for current or prior cases. It is up to your agency to screen volunteers for an appropriate volunteer position according to your agency's policies. The clients are referrals to your agency, as such, you have the option of accepting or not accepting clients on a client-by-client basis. Clients must be supervised at all times.

\_\_\_\_\_ (please initial that you have read this statement)

**Please note:**

- Hands On Inland Empire 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.
- Hands On Inland Empire **WILL NOT** recruit / refer volunteers to:  
a work with private individuals   a take part in political campaigns   a replace paid workers with volunteers  
a volunteer in any religious organization unless in a community outreach project of that organization

**Hands On Inland Empire agrees to the following:**

- Recruit and refer potential volunteers in person, by telephone, and through our website [www.handsoninlandempire.org](http://www.handsoninlandempire.org).
- Provide organization with name, telephone number & email of volunteer.
- Provide trained volunteer Project Leader for any project managed directly through Hands On Inland Empire.
- Promote recognition of volunteers through award programs.
- Refer Court ordered individuals based upon agency preferences.
- Aid in the development of volunteer programs.

**By signing this agreement with Hands On Inland Empire, your organization agrees to the following:**

- Comply with all federal policies and regulations regarding non-discrimination and accessibility.
- Maintain a safe working environment for all volunteers.
- Advise Hands On Inland Empire of any agency changes – Including address, volunteer opportunities & supervisors.
- Provide a drug-free workplace agency.
- Carry adequate liability insurance.
- Coordinate with Hands On Inland Empire Project Leaders, to ensure successful outcomes of managed HOIE Projects.
- Provide supervision for court ordered or referral volunteers.
- Agree to provide necessary volunteer job descriptions, and agency contact information for posting volunteer referrals on Hands On Inland Empire's website.
- Report any problems with volunteers directly to Hands On Inland Empire.

Remarks/Concerns: \_\_\_\_\_

\_\_\_\_\_  
**Organization Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hands On Inland Empire Director Signature**

\_\_\_\_\_  
**Date**

**Return this signed form to:**

**Hands On Inland Empire**

**Materials may also be faxed to (909) 980-2957**

**9624 Hermosa Avenue  
Rancho Cucamonga CA 91730**