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Volunteer Center of Brown County
984 Ninth Street, Green Bay, WI 54304
Phone: (920) 429-9445
Fax: (920) 429-9449
Website: www.volunteergb.org

New Agency Registration

Date: _____

- **Organizational Information**

Name of Organization: _____

Agency Address: _____
_____, WI (Zip Code) _____

Phone Number: _____ Fax Number: _____

- **Agency Personnel**

Executive Director: _____

Individual Authorized to work with the Volunteer Center: _____

Position/Title of Agency Liaison: _____

Contact Phone Number and Extension: _____

Contact Email: _____

- **Verification of 501cs status**

Please attach a copy of your 501c3 documentation or licensing documentation to the back of this application.

Federal guidelines (*April 2002*) indicate, that a volunteer placement site is “a public agency, non-profit organization or proprietary healthcare agency or an organization that accepts the responsibility and supervision of volunteers. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

Licensed proprietary healthcare organizations or facilities may be volunteer stations. All such placements must limit volunteer assignments to those which provide direct and traditional assistance to patients, such as visiting, teaching, counseling, entertaining, etc. Placements must not displace paid employees and must avoid other staff or clerical assignments which would accrue to the profitability of the proprietary healthcare organization.”

- **Organizational Mission**

Please attach a mission and vision statement of your organization.

Please attach some of your informational brochures concerning your organization with this application.

- **Volunteer Program**

Do you have a designated Volunteer Coordinator for your Volunteer Program?

How do you utilize volunteers in your program?

Do you provide training and/or orientation for your volunteers?

Do you provide any other support or benefits to your volunteers?

What recognition do you offer to your volunteers?

Any other helpful information we should know about your organization?

- **Memorandum of Understanding and Site Visit**

Please review a copy of the *Memorandum of Understanding* indicating your willingness to partner with the Volunteer Center of Brown County.

Your signature and agreement to the terms mentioned in this document are vital to a successful partnership between our two agencies.

Please let us schedule a site visit with a member of our Volunteer Center staff to further acquaint you with all of the services of the Volunteer Center. Volunteer Center personnel are also available to provide professional and technical assistance and consultations on professional volunteer and nonprofit management. Consultations are available by appointment to registered nonprofit agencies by calling the Volunteer Center of Brown County at 429-9445.

A site visit has been scheduled for: _____

Meeting with: _____

I look forward to meeting with you and further acquainting you with the services of the Volunteer Center.

Sincerely,

Devorah Vineburg
Volunteer Program Development Specialist
Volunteer Center of Brown County