

**PARTNER SITE
PROGRAM
OPTIONS**

**AMERICORPS
VIP**



HOSTING A CALSERVES AMERICORPS

VIP FELLOW

CAN BOOST YOUR AGENCY'S VOLUNTEER PROGRAM

VOLUNTEER INFRASTRUCTURE PROJECT

The goal of the Volunteer Infrastructure Project (VIP) is to help California service experts like you get more good work done by utilizing best practices in volunteer program management. Every year, we enlist 180 full-time AmeriCorps members to lend a hand to community organizations to help set up sustainable volunteer programs.

CalSERVES, a project of the Napa County Office of Education, has been running evidence-based, passion-driven AmeriCorps programs since 1998. CalSERVES began VIP in 2009, and continues to run the program in partnership with community service hubs, which we call Supervising Organizations, throughout California.



CalSERVES

AmeriCorps

AmeriCorps is the domestic version of the Peace Corps. AmeriCorps is federally funded and aims to meet community needs across the US. Every year, tens of thousands of dedicated American citizens choose to commit to a year in service of their community through AmeriCorps. Next year, 180 of those citizens will serve with VIP. In exchange, they'll receive a modest living stipend, health care, and an educational scholarship.

WHY HOST A VIP?

If your volunteer program was a well-oiled machine, could you get more done for your community?

**We think you could.
And we can help.**

A well-designed volunteer program can make an agency stronger and more sustainable, increase the quality and quantity of services available to clients, reduce staff stress, usher in greater innovation, and increase capacity for impact.

On the other hand - inefficient or unplanned volunteer programs are a strain on staff time and nerves, cause volunteers to make costly mistakes or prematurely leave their service, and distract from client needs.

If your organization is ready to take the next steps towards a stronger volunteer program, VIP can help. VIP Partner Sites contribute a limited cash match and staff time towards the program. In return, our AmeriCorps members bring passion and dedicated attention to help you meet your goals towards a more efficient and effective volunteer program. With an improved volunteer program, you'll make a greater impact in the community.

WHAT VIP FELLOWS DO

Each awarded Partner Site hosts a dedicated, full-time AmeriCorps VIP Fellow for 11 months. VIP Fellows commit to serving 1700 hours over those 11 months.

Unlike a traditional employee, AmeriCorps members focus all of their service time on AmeriCorps program goals - in our case, that means they spend 100% of their service time on building your volunteer program.

EVERY VIP FELLOW HAS THESE 4 GOALS:

- Build sustainable volunteer capacity for the assigned Partner Site
- Recruit one-time and long-term volunteers based on the agency's needs
- Raise \$2,000 to support the Partner Site's volunteer program
- Grow in professional and service skills

To that end, EVERY VIP FELLOW PARTICIPATES IN THESE ACTIVITIES:

- Capacity Building: behind-the-scenes projects to bolster the volunteer program, like creating volunteer tracking systems or volunteer training programs
- Volunteer Recruitment: outreach efforts to bring in caring community volunteers
- Fundraising/Partnership Building: raising donations to support the volunteer program
- Training/Professional Development: to grow in volunteer management and professional skills over the year of service

CHOOSE FROM ONE OF THREE

PROGRAM OPTIONS

TO BEST FIT YOUR AGENCY'S STRUCTURE AND NEEDS

OPTION

#1

VIP START UP

for nonprofit and government agencies

VIP Start Up is designed for:

nonprofit and government agencies with new or unstructured volunteer programs, or that are looking to make significant expansion of an existing volunteer program.

VIP Start Up is right for your agency if:

- you need more hands on deck; leadership and staff members have a hard time meeting client needs; or
- the agency doesn't yet involve volunteers, but wants to start in order to better serve the community; or
- there are volunteers, but current volunteer management processes are inconsistent, incomplete, confusing, or leave volunteers feeling unsupported and unappreciated; or
- program expansions will require the agency to scale up the size or scope of the volunteer program.

What do VIP Start Up members do?

AmeriCorps VIP Fellows at Start Up sites strive to grow the agency's volunteer program based on the agency's needs as defined by the Volunteer Capacity Assessment (ask your Supervising Organization representative for a copy).

All VIP Fellows perform the tasks listed on page 3 under "What VIP Fellows Do." For agencies participating in VIP Start Up, projects center around building processes and structures for the budding or expanding volunteer program.

Examples of projects past VIP Fellows have taken on include:

- Conducting a needs assessment to determine program needs and create volunteer roles to meet those needs.
- Informing agency staff of volunteer management practices
- Creating policies, handbooks, orientation trainings, position descriptions, and recruitment materials
- Forming partnerships with civic and community groups for volunteering

OPTION

#2

VIP SERVICE ENTERPRISE

for agencies participating in the Service Enterprise Initiative

What is the Service Enterprise Initiative?

The Points of Light Service Enterprise Initiative (SEI) offers an innovative approach to strengthen nonprofit capacity by integrating volunteer efforts into the culture and structure of the whole organization. Based on research of highly effective service agencies, SEI trains executive and leadership staff and provides an assessment, consultation, and certification process for participating agencies. For more information on Service Enterprise and to see if the program is available in your area, talk to your Supervising Organization representative.

Points of Light is not a sponsor or affiliate of CalSERVES or VIP, but has generously granted us permission to use the Service Enterprise (SE) name to describe the VIP Service Enterprise program. CalSERVES does not provide SE training or consulting services. CalSERVES offers VIP Service Enterprise as an avenue to engage AmeriCorps members in service to assist agencies committed to achieving and maintaining SE certification.

VIP Service Enterprise is available in limited communities. Ask your Supervising Organization about availability in your area.

VIP Service Enterprise is right for your agency if:

- the Service Enterprise initiative is available in your area; and
- your agency has already become or has made a commitment to become a certified Service Enterprise within the next 3 years; and
- your agency has identified a need for additional assistance to achieve or maintain SE status.

What do VIP Service Enterprise members do?

Like all VIP Fellows, members at VIP Service Enterprise sites perform the tasks listed on page 3 under "What VIP Fellows Do." For agencies participating in VIP Service Enterprise, members focus on supporting the agency's efforts in achieving and maintaining Service Enterprise Certification.

Projects for these AmeriCorps members center around best practices and certification requirements of the Service Enterprise Initiative.

Example projects may include:

- Addressing needs defined by the Service Enterprise Diagnostic
- Completing projects defined by the agency's SE Action Plan
- Initiatives to continue the cultural and structural changes required by SE
- Advanced development of volunteer management practices

OPTION 3: VIP IN SCHOOLS

VIP in Schools places AmeriCorps members in schools, districts, and county offices of education to strengthen and develop volunteer programs in the unique educational environment.

The goals for VIP Fellows in Schools (our VIP K-12 program option) are the same as for other program options. VIP Fellows in schools receive a special package of support materials, including training for the AmeriCorps member and evidence-based best practices for volunteer programs in schools such as screening, retention, and placement strategies.

OPTION #3

VIP K-12

for schools, school districts, and county offices of education

VIP K-12: Volunteer program flexibility to meet your school's needs

Is your school interested in utilizing volunteers more effectively, but hesitant about burdening teachers and staff with added volunteer management responsibilities? VIP K-12 AmeriCorps members work closely with their supervisor (generally a Principal or Vice Principal) to determine and implement goals for the school's volunteer program. VIP Fellows can streamline current volunteer processes or implement new volunteer systems so volunteers are a help, and not a burden, to staff. Members recruit all types of volunteers to meet the school's needs. With their supervisors, members develop an action plan at the program's start to ensure they stay on task and build a successful volunteer program.

Example volunteer positions include:

- Parent & community volunteers
- Classroom support
- Tutors or reading partners
- Mentors
- Office interns
- Additional recess or lunch support
- Volunteer Leaders (e.g., PTA members who support the volunteer program)
- One-time volunteers for beautification or fundraising projects
- Other positions to fill needs

Assistance provided by VIP K-12

Like all VIP Fellows, members at VIP K-12 sites perform the tasks listed on page 3 under "What VIP Fellows Do." Activities are similar to VIP Start Up sites.

In addition, VIP offers to K-12 schools:

- Best practices for utilizing volunteers in schools, including: screening, recruitment, placement, retention, & training processes, and strategies for forming ongoing partnerships with community groups
- Specialized training for the AmeriCorps member on incorporating volunteers in the school setting
- Sample evaluation tools for assessing the strength and impact of your volunteer program

Your agency can join the over 300 VIP Partner schools and nonprofits that have improved volunteer programs since 2009. Just take a look at what some of our partners say about VIP:

"The AmeriCorps VIP Fellow has significantly increased our capacity to recruit, manage and recognize volunteers."

-Nonprofit partner staff in Napa

"The AmeriCorps VIP Fellow has done an amazing job of building a youth tutoring program up from the ground. His presentations have brought in waves of enthusiastic tutoring volunteers, and families are clamoring to sign up their kids for tutoring."

-Educational partner staff in Santa Cruz

ARE YOU READY TO ADVANCE YOUR VOLUNTEER PROGRAM?

APPLY NOW

TO HOST A VIP FELLOW

3 STEPS TO APPLY TO BE A VIP PARTNER SITE:

1

Schedule a free consultation with your local Supervising Organization representative to learn more about the program and this year's application timeline. Your representative will help determine if your agency or school qualifies to host a VIP Fellow.

2

Complete the VIP Partner Site Application. Your Supervising Organization representative will send an electronic copy.

3

Submit your Application to your Supervising Organization. CalSERVES will review your application, and you'll hear back within a few weeks if your agency will be awarded a VIP Fellow.



NAPA COUNTY OFFICE
of
Education
COMMUNITY PROGRAMS