



Volunteer Connect Douglas County Membership Application

Organization Information

Legal Name of Organization: _____

DBA (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Contact Person: _____ Email Address: _____

Title: _____ Phone (ofc): _____ Phone (cell): _____

Name of CEO or Executive Director: _____ Phone: _____

Email Address: _____ Date 501(c)(3) status granted: _____

Year Founded: _____ If you are a 501(c)(3) organization, what is your EIN #: _____

Does your organization file an IRS 990 form: Yes No If so, what year was it filed last? _____

What is your organization's operating budget for this calendar year? _____

A. Which best describes your organization? (check all that apply)

- 501(c)(3) nonprofit organization
- 501(c)(4) nonprofit organization
- 501(c)(6) nonprofit organization
- 501(c)(7) nonprofit organization
- Faith-based organization (nonprofit)
- School: Public Private (nonprofit) Charter
- Government agency: City County State Federal Government Quasi Government
- Community-based organization: Chamber of Commerce Merchant Assoc. HOA
- Nonprofit community organization—please explain: _____
- Specific for-profit organization that serves community needs and has well-defined roles for volunteer involvement: Hospital/Hospice Skilled Nursing/Assisted Living Facility
- Other (please explain): _____

B. What are the primary geographic areas served by your organization? *(check all that apply)*

- | | | |
|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Castle Pines | <input type="checkbox"/> Larkspur | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Castle Rock | <input type="checkbox"/> Lone Tree | |
| <input type="checkbox"/> Highlands Ranch | <input type="checkbox"/> Parker | |

C. How many volunteers do you work with on an annual basis? _____

D. How many volunteer opportunities do you plan on posting per year? _____

E. How many volunteers per opportunity? _____

F. Will all volunteer opportunities be located in Douglas County? _____

G. Please provide an example of the events you plan on listing? *(e.g., Charity run, food drive, performance, fair, dance)*

H. Please provide an example of the type of volunteer opportunities you plan on listing? *(e.g., Event set-up/take-down, registration, course marshals, ushers, docent, ticket sales, refreshment server)*

I. How did you hear about the Volunteer Connect Douglas County website?

- fair/expo word of mouth friend event
 website link search engine media ad/article social media
 other _____

Volunteer Connect Douglas County Partnership Restrictions

J. Volunteer Connect Douglas County will not recruit or refer volunteers to:

1. Work with private individuals without going through an agency.
2. Take part in political campaigns.
3. Engage in any activity involving proselytizing.
4. Replace paid workers.
5. Volunteer outside of Douglas County.

Volunteer Connect Douglas County Partnership Posting & Technology Policies

K. Guidelines

1. Approved partners will submit, monitor and manage their own volunteer opportunities on the Volunteer Connect Douglas County website.
2. Approved community organizations may post volunteer opportunities; however, Volunteer Connect Douglas County reserves the right to decline any volunteer opportunity that appears to directly promote the needs of the business instead of the needs of the community.
3. The Volunteer Connect Douglas County Partnership gives your organization website access for your directors, staff and volunteers. Please do not share your login information with others not associated with your organization. If this occurs, portal rights may be revoked.
4. Upon approval and payment of your annual membership fee, your organization will be able to use the Volunteer Connect Douglas County website for a period of one calendar year. Memberships that start within the calendar year will be prorated for the remaining months of that current year and all annual renewals will be invoiced in January, each year thereafter. If your membership is not renewed, all login access and posting ability will be inactivated until your organization wishes to reapply, and all opportunity postings and volunteer history will remain within the database in an inactive status.

Volunteer Connect Douglas County Partnership Agreement

L. Volunteer Connect Douglas County agrees to:

1. Include all of your validated volunteer opportunities in our searchable Volunteer Connect Douglas County online system.
2. Operate and maintain the Volunteer Connect Douglas County website and all the stored data.
3. Publicize and promote the Volunteer Connect Douglas County website as a resource through printed materials, online presence, social media, outreach fairs, and the existing publicity outlets for the members of the Partnership of Douglas County Governments.

M. The Organization whose name appears on the first page of the Membership Application

agrees to: *(Note: if there is a statement you cannot check, please attach a brief written explanation to this document.)*

- Affirm that all of the opportunities posted on Volunteer Connect Douglas County will be located within Douglas County and benefit an organization within Douglas County.**
- Affirm that any and all posted events and locations a volunteer will report to are within the limits of Douglas County.**
- Provide verification of adequate liability insurance that covers volunteers (or disclose lack of coverage to volunteers through a liability waiver or similar document).
- Designate a staff person to manage volunteers.
- Provide orientation, training, support, or on-the-job supervision for volunteers to ensure someone is available to answer questions and their assignment can be completed appropriately.

- Provide services without regard to race, color, religion, gender, sexual preference, national origin, age, marital or veteran status, or the presence of a nonrelated medical condition or disability.
- Be listed as a Volunteer Connect Douglas County member.
- Share organizational statistical data that can be included in system-wide reports.
- I have reviewed this Partnership Agreement** and I agree my organization will abide by all the outlined requirements. I understand Volunteer Connect Douglas County reserves the right to suspend or revoke our Member, Partner Organization, or Community Partner status and/or benefits at any time for any reason.
- I have the authority to submit this application on behalf of the organization listed above.**

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Please email application to: lodell@dclibraries.org

Or mail to: Linda O'Dell
Douglas County Libraries
Volunteer Connect Douglas County
100 S. Wilcox Street
Castle Rock, CO 80104