



## SBC AmeriCorps Partnership Volunteer Utilization & Assessment Form

**Agency Name & Site:**

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*The members and Supervisor work together to complete this form (1 form per site)*

**I. The objective of the first part of this evaluation is for members to familiarize themselves with the current volunteer recruitment and management activities occurring at this agency. This information will:**

1. Identify if the agency is interested in the SBC AmeriCorps Partnership hosting a **Service Day** at the agency utilizing AmeriCorps members and volunteers. If so, how many volunteers would be needed.

2. Provide a starting point for members to work with the agency to **increase the utilization of volunteers to meet agency and community needs.**

**1. Is the agency interested in hosting a Service Day that would utilize AmeriCorps Members and volunteers?**

- Yes  
 No  
 Maybe. But need to learn more.

If yes, what is the suggested service project and potential volunteer activities:

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Date(s) of event (if known) or suggested:

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Agency staff to coordinate project w/AmeriCorps (name/title/phone/email):

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Approximate # of volunteers needed:

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**2. Identify agency personnel involved with volunteer recruitment and management (if any):**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Role: \_\_\_\_\_

**Describe your agency's current procedures to recruit volunteers (How is it done?):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agency's Volunteer recruitment methods – check all that apply. Add others as needed.**

<input type="checkbox"/>	Recruitment thru agency website
<input type="checkbox"/>	Newspaper Ads
<input type="checkbox"/>	Radio Ads
<input type="checkbox"/>	Television Ads
<input type="checkbox"/>	Press Releases
<input type="checkbox"/>	Outreach to local businesses
<input type="checkbox"/>	Service organizations (Kiwanis, Rotary etc.)

<input type="checkbox"/>	Volunteer recruitment web sites
<input type="checkbox"/>	Staff recruit for their own needs
<input type="checkbox"/>	Database of previous volunteers
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Describe your agency's current procedures to manage volunteers (How is it done?):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are records of volunteers and hours served recorded/tracked by the agency? If yes, how and where?**

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**Does a written volunteer recruitment/management plan exist at your agency?**

yes

no

**If yes, acquire a copy to read and share with the AmeriCorps program staff.**

**Suggestions/desires to improve your agency's volunteer recruitment and management efforts:**

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**II. The objective of the second part of this assessment is to determine the agency's volunteer needs for the program year. Members will utilize this information to inform the agency plan for volunteer recruitment activities and to take a leadership role in recruiting and managing volunteers.**

Many agencies have regular **non-fundraising events** that require volunteer support. Agencies typically know about these events well in advance and may have a calendar of events. Identify one-time large non-fundraising agency events that can be supported by volunteers:

Name of event:

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Date(s) of event:

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Existing agency staff involved:

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Number of volunteers needed:

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Volunteer activities:

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Name of event:

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Date(s) of event:

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Existing agency staff involved:

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Number of volunteers needed:

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Volunteer activities:

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Name of event:

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Date(s) of event:

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Existing agency staff involved:

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Number of volunteers needed:

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Volunteer activities:

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Name of event:

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Date(s) of event:

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Existing agency staff involved:

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Number of volunteers needed:

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Volunteer activities:

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Name of event:

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Date(s) of event:

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Existing agency staff involved:

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Number of volunteers needed:

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Volunteer activities:

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Duplicate/expand this page as needed to document additional one-time/episodic events.

Agencies have needs that can be met by volunteers but regularly don't secure volunteers to do so. Members should focus on identifying these needs as part of the normal course of business by regularly inquiring with agency staff, and suggesting the use of volunteers as needs arise.

**Identify one-time AND regular ongoing needs that can be supported by volunteers:**

Area of Need:

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Date(s), day(s), time of need:

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Agency contact (name/phone/email):

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Number of volunteers needed:

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Description of volunteer need:

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Area of Need:

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Date(s), day(s), time of need:

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Agency contact (name/phone/email):

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Number of volunteers needed:

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Description of volunteer need:

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Area of Need:

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Date(s), day(s), time of need:

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Agency contact (name/phone/email):

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Number of volunteers needed:

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Description of volunteer need:

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Area of Need:

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Date(s), day(s), time of need:

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Agency contact (name/phone/email):

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Number of volunteers needed:

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Description of volunteer need:

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Area of Need:

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Date(s), day(s), time of need:

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Agency contact (name/phone/email):

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Number of volunteers needed:

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Description of volunteer need:

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Duplicate/expand this page as needed to document additional volunteer needs.

Completed by:

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AmeriCorps Member / Print Name

Completed by:

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AmeriCorps Member / Print Name

Completed by:

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AmeriCorps Member / Print Name

Completed by:

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Agency Supervisor / Print Name

Completed by:

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Agency Supervisor / Print Name

Completed by:

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Agency Supervisor / Print Name