



**The Junior Service League of Rome, Inc.
2012-2013 Community Partnership Application & Guidelines**

The Junior Service League of Rome (JSL) is a committed group of over 80 women who spend thousands of hours every year volunteering in Rome and Floyd County. In addition, JSL raises funds that are distributed to local agencies. On average, JSL donates \$30,000 annually to agencies in our community to help improve the lives of women and children. Each year we raise money through our Poinsettia Sale and bi-annually, we raise additional money through the JSL Follies. If your agency would like to be considered as a partner and benefit from our volunteer efforts and funds, please read on!

What type of agency partnership is the Junior Service League looking for?

- Agency programs that reflect our mission, vision and values and improve our community through JSL volunteer opportunities that have a *measurable impact* on your agency and the population(s) you serve.
- Our primary service area is the City of Rome and Floyd County.
- Partnerships for the 2012–2013 JSL year, which runs from June 2012 to May 2013. The JSL provides partnership opportunities in two ways: (1) volunteers only and (2) volunteers and funding.

What are the requirements to become a JSL partner?

- Your agency must be a 501(c)(3) organization that provides JSL volunteers with meaningful, high quality volunteer opportunities, including diversity and flexibility in the times available for volunteer work.
- Volunteers: Since we look for opportunities to make the most impact on our community and in the time our volunteers spend with our agency partners, we do not approve requests that require JSL volunteers:
 - To serve in clerical positions only or functions typically filled by a paid member of your staff
 - To participate in fundraising projects
 - To join an auxiliary, guild or support group

**** During the placement selection process in Spring 2012, JSL volunteers must sign up to work with your agency in numbers sufficient to meet your minimum volunteer number. If the minimum volunteer number is not met, or if the volunteer hours needed exceeds what our volunteers are able to provide, then the Placement may not be able to go forward. Agencies that offer evening, weekend, early morning and/or summer volunteer opportunities are especially attractive to our volunteers who work during regular business hours.*

How does my organization receive funding from JSL?

Funding: Funding requests that are *directly* tied to the work of JSL volunteers are preferred; however, the JSL will consider other requests from organizations.

Please note that the JSL prefers not to fund:

- Staff salaries and/or general operating costs
- Debt reduction, debt payments or other financial obligations
- Fundraising related studies and/or events
- Projects of a religious nature
- Endowments

How does my organization apply?

Complete the application in its entirety, being as clear and concise as possible. Follow the JSL Partnership Guidelines listed below.

The 2012-2013 Junior Service League of Rome, Inc. Partnership Guidelines

Submit the application (including appropriate forms and support materials) by the application deadline of January 15, 2012 to:

The Junior Service League of Rome, Inc.,
Attn: Community Applications
P.O. Box 1003
Rome, GA 30162

All Volunteer Placement applications *must* include one copy of each of the following:

1. Current *agency* budget summary
2. List of current board of directors and officers of the agency
3. Signature approval from board chair or executive officer
4. 501(c)(3) exemption letter from the IRS
5. One (1) copy of current Independently Audited Financial Statement

What is the timeline for the application process?

Process Step Responsibility Timing

1. Community Applications Due – Jan 15, 2012
2. Application Review by JSL Selection Committee – February 2012
3. JSL Board Meeting to Finalize Agencies – March 2012
4. Written Notification Sent to Applicants Regarding “Approval Status” of Agency Partnership – March 2012
5. JSL members select their external placements - April 2012
6. Approved agencies receive notice of JSL volunteers - Summer 2012
7. Approved agencies receive JSL funding - By May 2013

Note: Applications received after the deadlines noted cannot be considered. We cannot accept faxed or emailed applications.

Questions?

Please contact Melissa Hickman at 706-766-5225 or mhickman@shorter.edu

Additional information regarding the application process and forms can be found on the JSL Web site:

www.jslofrome.com

JUNIOR SERVICE LEAGUE OF ROME AGENCY APPLICATION

Agency Name

Contact Person

Telephone

Email

Mailing Address

Street Address (if different)

Internet Site Address

FAX Number

Executive Director

Telephone

Volunteer Coordinator

Telephone

Board Chair

Telephone

Please check one of the following:

- New Agency (any agency with no prior relationship with the JSL)
- Prior Relationship Agency (An agency with a prior JSL relationship)
Last year of JSL relationship:
- Existing Placement (A current 2011-2012 year JSL placement)

Please ensure all of the below materials are included in your packet:

- 501 (c) 3 status letter
- Financial statement
- 1 printed copy of the application with all relevant sections completed and included
- Proposed budget for the funds you request of the Junior Service League of Rome

Please return the completed applications by **January 15, 2012** to:

The Junior Service League of Rome, Inc.
Attn: Community Applications
P.O. Box 1003
Rome, GA 30162

ADDITIONAL INSTRUCTIONS: There are a variety of ways an agency might partner with the Junior Service League of Rome. Please review the list below and complete all areas for which your agency is requesting assistance from the JSL. All agencies receiving JSL funding and/or volunteers will be asked to submit a year-end report with 1) documentation of progress on program outcomes and community impact; 2) summary of activities participated in by JSL members; and 3) demographic data about people served.

All agencies are to complete Section 1

- **Volunteers only** (Section 1, 2) – The JSL provides volunteers to Agency programs that reflect our mission, vision, and values and offer volunteer opportunities that have a measurable impact on your agency and the population(s) you serve. Each volunteer completes approximately 20 hours of service annually with the placement Agency.
- **Funding and Volunteers** (Section 1, 2, & 3 are completed) – The JSL provides volunteers and funding to Agency programs that reflect our mission, vision, and values and offer volunteer opportunities that have a measurable impact on your agency and the population(s) you serve. Each volunteer completes approximately 20 hours of service annually with the placement Agency.
- **Project Opportunities** (Section 1, 4 are completed) – JSL volunteers can assist with special short-term projects for your agency. Sampler and “Done-in-a-day” projects can be just about anything your agency needs – anything from stuffing envelopes to building a place for the children you serve to live. Our new and transfer members are required to perform a certain number of hours in a community project. Please let us know if your agency has a one-time project that can be completed in 3 or 6 hour shifts. Community projects are a great opportunity for our volunteers to learn more about your agency and for your organization to explore various volunteer opportunities with JSL.
- **Board Participation Request** (Section 1, 5 completed) JSL volunteers who are qualified specifically in non-profit Board membership are available to sit on your agency’s Board of Directors or Advisory Committees. Please let us know if we can assist you in this role.
- **Membership Drive Recipient Request** (Section 1, 6 completed) – The JSL holds membership drives two or three times a year to collect items from our members to be distributed to local agencies and fulfill immediate need. Drives include collection of items such as: children’s books, clothing items, food, diapers, toiletries, etc. Please let us know if your agency would like to be one of our drive recipients. Let us know your donation needs, and we will try to help meet them.

SECTION 1 – AGENCY OVERVIEW (To be completed by all applicants)

A. Agency Purpose/Mission:

B. Agency Programs/Services:

C. Agency geographic areas served:

D. Agency client populations served:

E. Please briefly summarize your past and present affiliation, if any, with the Junior Service League of Rome:

F. The focus of the Junior Service League of Rome is to promote self-sufficiency in women and children, specifically as it relates to education, women and children at risk, and health. Please check which of the following apply to your agency and program:

- Women and Children at Risk
- Education
- Women and Children's Health Issues

SECTION 2 – VOLUNTEER PLACEMENT REQUEST

NUMBER OF VOLUNTEERS REQUESTED: 2012 TO 2013

___Minimum Need ___Maximum Needed*

**When determining a maximum, keep in mind that all volunteers must be able to complete approximately 20 hours of meaningful volunteer work annually (including training).*

Briefly describe the projects/jobs for which you are requesting JSL volunteers. What will they be doing? How will they schedule their volunteer work? What kind of schedule will it be? Will it be flexible and they can work anytime (during the day, after work, on the weekends)? Or is there a set schedule (for example, every Wednesday, or during certain weekends in the year?) Help us understand exactly what the JSL volunteer will be signing up to do with your Agency. Please keep in mind that each volunteer commits approximately 20 hours annually to her placement.

What training will you offer JSL volunteers? Please be specific as to who will conduct the training, where and when it will be held and what tools or training materials will be used.

Where will JSL volunteers work? What kind of security do the volunteer work sites offer? (i.e., adequate lighting after dark, escort, etc)?

How will you supervise JSL volunteers?

How will you evaluate the impact of JSL volunteers on your program? Please be specific as to what tools you will use and what measurable outcomes you are looking for.

What, if any, out of pocket expenses will be incurred by JSL volunteers (i.e. uniforms, parking, supplies, etc.)?

What percentage of your total volunteer force would JSL volunteers comprise if your maximum volunteer request were granted?

SECTION 3 – FUNDING REQUEST (Please note that funding preference will be given to applications that include a Volunteer Request or a Project Opportunities request)

TOTAL FUNDING REQUESTED 2012-2013:

Please include here or attach a program budget that includes specific plans for use of JSL funding. Prioritize each item. Please note that JSL prefers not to support the following:

- Staff salaries and/or general operating expenses
- Debt reduction, debt payments or other financial obligations
- Fund-raising related studies and/or events
- Projects of a religious nature
- Endowments

A. What other non-JSL funding is available for this program?

B. How will the program be funding/financed once JSL funds lapse?

C. If the JSL is unable to fulfill your funding request, does your agency still request volunteers?

D. Is there a cost to the JSL for training volunteers? If so, what is that cost per volunteer? Please be specific.

E. What is the total cost for the program and what is the percentage of JSL funding as compared to total funds for this program?

SECTION 4 – COMMUNITY PROJECT REQUEST, including Done-in-a-day, Sampler and New Member and Transfer events. (June 2012 –May 2013)

Agency Name:

Community Projects give JSL volunteers an opportunity to volunteer with an agency on a one-time basis. A suitable project would allow groups of volunteers to work together in groups of five (5) or more for a three (3) to eight (8) hour shift on a one-time basis between June 2012 and May 2013. These are “episodic” or “done-in-a-day” type projects. Examples include staffing an event, building/renovating a home or activity room or assistance in preparing resources for clients. These projects do not require funding by JSL. While some JSL members are able to provide weekday assistance, weeknights and weekends are especially attractive.

Please describe what project(s) you would like to request our Community Sampler volunteers for?

When (dates and times) do you request volunteers?

How many volunteers would you request per project?

What is the purpose of the project? How does the project fit within the focus areas of education, women and children at risk, and women and children’s health issues?

Who would be the agency contact for this project(s)? Please provide name, telephone, and email address if applicable.

Please let us know if any of the above listed events could also be attended by family members, including young children.

SECTION 5 – BOARD PARTICIPATION REQUEST

Agency Name:

Please list any of your Board or Advisory Committee Members who are also members or sustainers of the Junior Service League of Rome, Inc.

Is there an opportunity for JSL members to serve voluntarily on your Board of Directors or an Advisory Committee?

If yes, what are the pre-requisites or requirements for Board or Advisory Committee participation (including fundraising requirements, meeting dates/times, etc.)?

What financial obligations, if any, are expected of Board or Advisory Committee members initially and on an annual basis? Could these obligations be waived for a JSL volunteer if the JSL supports you agency with funding?

Who would be the appropriate contact for Board or Advisory Committee opportunities? Please provide name, telephone and email.

Do you currently have any Board of Directors or Advisory Committee positions open? If so, please list your needs.

Do you carry Directors and Officers insurance for Board members?

How many people currently serve on your Board and Advisory Committee?

What is the date of origin of the Agency?

What is the Agency's fiscal year end?

Please briefly describe your Board and Advisory Committee recruitment process and timing. What are the expectations for transitioning Board and Advisory members (please also include the length of term in your response).

PLEASE NOTE that while the Junior Service League of Rome, Inc. (JSL) encourages board and advisory committee service by its members as a means of further strengthening ties between JSL and the organizations we partner with and as a means of assisting its members in expanding their community involvement, any board or advisory service will be outside of and in addition to a member's league service and membership requirements. Please note that fundraising by a JSL member is not permissible through JSL affiliations or in the JSL name only on an individual basis. JSL members are not to be identified as representatives of JSL. They can represent their respective employers, or be identified as a community member, as applicable.

SECTION 6 – COMMUNITY DRIVES (June 2012 – May 2013)

Agency Name: _____

Please let us know if your agency or the people it serves are in need of any of the below items in which the JSL may do a community drive, and briefly describe your intended use of these items and if there are any specific requests like particular items or sizes:

- Books/magazines for early childhood development
How many: _____ When needed: _____
Please describe: _____
- Food, canned and lunch items
How many: _____ When needed: _____
Please describe: _____
- Baby Items
How many: _____ When needed: _____
Please describe: _____
- Clothes for women
How many: _____ When needed: _____
Please describe: _____
- Clothes for children
How many: _____ When needed: _____
Please describe: _____
- School supplies
How many: _____ When needed: _____
Please describe: _____
- Toiletries
How many: _____ When needed: _____
Please describe: _____
- Blankets
How many: _____ When needed: _____
Please describe: _____
- Toys
How many: _____ When needed: _____
Please describe: _____
- Other, please briefly describe your need: _____