



# EXCELLENCE IN VOLUNTEER ENGAGEMENT APPLICATION

## Spring 2012

*Spring Application Deadline: Friday, January 27, 2012  
Announcements will be made by Friday, March 16, 2012*



### GENERAL INFO

Excellence in Volunteer Engagement (EVE) is a certification program for nonprofits, the first such certification effort in the nation. This program continues the efforts of Impact Nashville, the Mayor's volunteerism program dedicated to raising the standards of service in the city as part of the national Cities of Service coalition, in partnership with Hands On Nashville and the Center for Nonprofit Management. EVE will recognize high quality volunteer management by nonprofits, encourage other agencies to join them in improving their volunteer opportunities, and help increase the number of volunteers in Davidson County.

### ELIGIBILITY

Eligible nonprofits must either be headquartered in Davidson County and/or serve the Davidson County population.

### SELECTION PROCESS

Hands On Nashville and the Center for Nonprofit Management will implement the initiative. A panel of judges representing the community will determine which agencies qualify for the certification. Recognition is effective for two years.

This form can be completed electronically using Adobe Reader (free at <http://get.adobe.com/reader>) or the full version of Acrobat.

After finishing, click "save as", and submit via e-mail to: **Malinda@hon.org**.

If you are unable to complete electronically, please fax to: 615-298-2397 or mail to: **Hands On Nashville, 209 10th Ave. S. Ste. 318, Nashville, TN 37203, ATTN: Malinda Hersh.**

For questions about the application process, please contact Malinda Hersh at Hands on Nashville, **298-1108 ext. 101** or **Malinda@hon.org**

Organization's Name: \_\_\_\_\_

Organization's Physical Address: \_\_\_\_\_

\_\_\_\_\_

Organization's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

*Please keep your responses to each question below to a **maximum of 200 words**. Responses of **more than 200 words will not be eligible for consideration**. You may also submit separate documents as attachments where indicated.*

**1. Who is the designated individual in your organization (paid staff member or volunteer) whose responsibility is the coordination of volunteers? Please provide a job description or overview of responsibilities of this individual.**

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**2. Please describe or attach your organization’s volunteer program component of your current strategic plan.**

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**3. Does your organization have specific screening and interviewing processes that ensure proper alignment of volunteers’ skills and abilities to appropriate tasks? Please provide an example of the tools used in this area.**

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**4. Please provide an example or attach your organization’s volunteer orientation and training materials.**

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**5. Does your organization have processes in place for both volunteers and staff to evaluate volunteer satisfaction, impact of volunteer service and overall success of the volunteer program? Please describe or attach your evaluation materials/feedback forms.**

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