



Are you an **AGENCY MEMBER?**

The Volunteer Center of Bergen County is a vital partner to non-profits and the community, collecting and maintaining comprehensive data on agencies and their volunteer opportunities. This information is posted on our website www.bergenvolunteers.org, where it is accessed free of charge by approximately 100,000 prospective volunteers annually. The information is also included in the **Guide to Volunteering**, a valuable resource that is published annually and is also downloadable from our website.

Agencies that become members of the Volunteer Center receive some great benefits! For 2015, we have created a new, tiered Agency Membership program – the benefits of each membership level are detailed on the next page,

Agency membership levels include:

- Gold Heart Agency Member: \$100 annually
- Silver Heart Agency Member: \$50 annually
- For-Profit Agency Member: \$250 annually

We've added some **exciting new benefits for Gold Heart members**, including:

- **FREE** one-hour consultation on Volunteer Management with our own Volunteer Center experts who have over 25 years of experience in the field.
- The opportunity to list **UNLIMITED VOLUNTEER OPPORTUNITIES** on the database and in the Guide to Volunteering.
- **OPPORTUNITY** to host a corporate group for All in a Day's Work in April. Get your agency in front of local companies that have employee volunteer programs and want to make a difference. We'll even provide an agency stipend because we all know that *volunteering is not free!*
- **NO CHARGE** for Volunteer Managers' Roundtables, a monthly opportunity to network, share best practices and problem solve with your volunteer management colleagues. Non-member agencies are welcome to attend, but will be charged a small fee.
- **UNLIMITED DISCOUNTED TICKETS** to Celebrate Volunteers on April 3. A great way to recognize your volunteers – we do all the work and you come celebrate!

Please review all of the attached materials and contact Debbie Emery with any questions at demery@bergenvolunteers.org, 201-489-9454, ext. 118.

Gold Heart (\$100 annually)	Silver Heart (\$50 annually)	Non-agency members	For Profit Agencies Annual Membership Fee \$250 (same membership opportunities as the Gold Heart Level)
Unlimited number of volunteer opportunities listed in Guide and on HOC database	Up to five volunteer opportunity listings on our database and in the Guide	Your agency name will be listed as part of an alphabetical listing in the guide and on our website (no addresses, phone numbers, or emails)	Unlimited number of volunteer opportunities listed in Guide and on HOC database
Blog postings on Volunteer Center site about your agency (agency supplies the information and photos)			Blog postings on Volunteer Center site about your agency (agency supplies the information and photos)
Free, one-hour consultation on Volunteer Management			Free, one-hour consultation on Volunteer Management
Email blast for volunteer recruitment when you have an urgent need for additional support			Email blast for volunteer recruitment when you have an urgent need for additional support
Discounted pricing for trainings			Discounted pricing for trainings
Invitation to participate in corporate fair			Invitation to participate in corporate fairs
Access to HOC calendar feature, ability to record updates for trained staff			Access to HOC calendar feature, ability to record updates for trained staff
Invitation to participate in school fairs, college fairs	Invitation to participate in school fairs and college fairs		Invitation to participate in school fairs, college fairs
Opportunity to host a corporate project for All In A Day's Work (Business Volunteer Connect program)	Opportunity to host a Corporate project for All In A Day's Work (Business Volunteer Connect program)		Opportunity to host a corporate project for All In A Day's Work (Business Volunteer Connect program)
Posting of Hot Jobs	Posting of Hot Jobs		Posting of Hot Jobs
\$8/person ticket price for Celebrate Volunteers – <i>unlimited number of guests</i>	\$10/person ticket price for Celebrate Volunteers up to 8 guests	\$15/person ticket price for Celebrate Volunteers up to 8 guests	\$12/person ticket price for Celebrate Volunteers – <i>unlimited number of guests</i>
No Charge for Volunteer Managers Roundtables (6/year)	No charge for Volunteer Managers Roundtables (6/year)	Attend Volunteer Managers Roundtables at \$10 per VMR (6 sessions each year)	No Charge for Volunteer Managers Roundtables (6/year)
Projects posted also get visibility on All for Good, the largest online search for volunteer opportunities, and the engine behind Serve.gov	Projects posted also get visibility on All for Good, the largest online search for volunteer opportunities, and the engine behind Serve.gov		Projects posted also get visibility on All for Good, the largest online search for volunteer opportunities, and the engine behind Serve.gov
Voting at the Volunteer Center's Annual Meeting	Voting at the Volunteer Center's Annual Meeting		Voting at the Volunteer Center's Annual Meeting



Volunteer Center of Bergen County, Inc.
64 Passaic Street
Hackensack, NJ 07601
201-489-9454

INVOICE

Volunteer Center Agency Membership Fee - 2015

\$100.00 (Gold Heart rate)

Please remit payment to receive the following benefits:

- Agency information - including complete contact information and mission - posted to the Volunteer Center's online database and in the *Guide to Volunteering* ([click here to see the online pdf of the Guide](#))
- Unlimited number of volunteer positions listed on the website and in the *Guide*
- Unlimited updates of volunteer position listings throughout the year
- Listing on our "HOT JOBS" web-board and blog as well as email notification to our volunteer pool regarding your current and immediate volunteer projects
- Discount on select trainings
- Free one-hour consultation on Volunteer Management
- Email blast for volunteer recruitment when you have an urgent need for additional support
- Invitation to participate in school fairs, college fairs
- Invitation to participate in All in a Day's Work and other projects developed for Corporate involvement
- Blog postings on Volunteer Center site about your agency (agency supplies the information and photos)
- \$8/person ticket price for Celebrate Volunteers (unlimited number of guests)
- Free attendance at the bi-monthly Volunteer Manager's Roundtables, a premier networking opportunity for those engaged in volunteer management at your agency
- Listing as an Agency Member in the Volunteer Center's Annual Report
- Voting at the Volunteer Center's Annual Meeting
- Access to Hands On Connect feature, ability to record updates for trained staff

For information contact:

Debbie Emery
Director, Community Volunteer Services
201-489-9454 ext 118
demery@bergenvolunteers.org

Please detach and mail back with payment by check.
To pay with a credit card visit www.bergenvolunteers.org and click "For Agencies".

Agency Name: _____

Agency Contact, Title: _____

Agency Contact email: _____

Address: _____

Phone: _____



Volunteer Center of Bergen County, Inc.
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INVOICE

Volunteer Center Agency Membership Fee - 2015

\$50.00 (Silver Heart rate)

Please remit payment to receive the following benefits:

- Agency information - including complete contact information and mission - posted to the Volunteer Center's online database and in the *Guide to Volunteering* (*click here to see the online pdf of the Guide*)
- Up to five volunteer positions listed on the website and in the *Guide*
- Listing on our "HOT JOBS" web-board regarding your current and immediate volunteer projects
- Free attendance at the bi-monthly Volunteer Manager's Roundtables, a premier networking opportunity for those engaged in volunteer management at your agency
- Listing as an Agency Member in the Volunteer Center's Annual Report
- Invitation to participate in School Fairs and College Fairs
- \$10/person ticket price for Celebrate Volunteers (up to eight guests)
- Voting at Volunteer Center's Annual Meeting

For information contact:

Debbie Emery
Director, Community Volunteer Services
201-489-9454 ext. 118
demery@bergenvolunteers.org

Please detach and mail back with payment by check.
To pay with a credit card visit www.bergenvolunteers.org and click "For Agencies".

Agency Name: _____

Agency Contact, Title: _____

Agency Contact email: _____

Address: _____

Phone: _____



VOLUNTEER CENTER OF BERGEN COUNTY, INC.

64 Passaic Street
 Hackensack, NJ 07601
 Phone: 2(01) 489-9454 Fax: (201) 489-1995
 email: referral@bergenvolunteers.org
 www.bergenvolunteers.org

ORGANIZATION INFORMATION

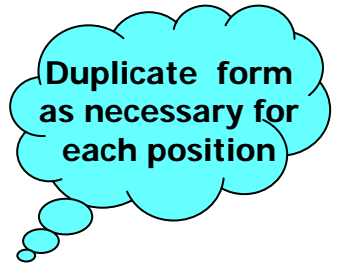
<hr/>		<hr/>	
Name of Organization	Federal EIN		
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Mailing Address	Town	State	Zip
<hr/>		<hr/>	
Main Phone Number		Fax Number	
<hr/>		<hr/>	
Executive Director Name		Email	
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Volunteer Director/Coordinator Name		Email	
<hr/>		<hr/>	
Web Address			
<hr/>			
<hr/>			
Mission Statement (Exactly how it will appear online; please be brief)			
<hr/>			

<p>IRS Status (circle one): 501(c)(3) 501 (c) (4) Government Other</p> <p>What is the minimum age of volunteers <i>with</i> an adult present? _____</p> <p>What is the minimum age of volunteers <i>without</i> an adult present? _____</p> <p>Is your organization handicapped accessible? Yes No</p> <p>Is your organization available for group projects? Yes No</p> <p>Is your organization easily accessible to public transportation? Yes No</p> <p>Does your organization work with Court-Appointed volunteers? Yes No</p>	<p style="text-align: center;">Please choose from the picklist provided (circle all that apply).</p> <p>Area of Impact: Adult Education Animals, Arts & Culture Children & Youth Education Civic and Community Disaster and Emergency Services Environment Faith-Based Service Health & Wellness Family Services Hunger & Homelessness International Service Internships & Employment Justice & Immigrant Services Schools Senior Services Sports & Recreation Technology Other</p>	<p>Age Groups Your Organization Serve: Children & Youth (under 18), Adult (18-65), Seniors (over 65), All ages</p> <p>Genders Served: Male, Female, All Genders Served</p> <p>Population Served: Animals Children & Youth Families Homeless Immigrants, Refugees or Ethnic Groups LGBT Low-income Communities Military/Veterans Offenders/Ex-offenders People with Disabilities People with Health-based Concerns Visitors & Travelers Other</p>
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ALL FIELDS ARE REQUIRED TO BE FILLED IN FORMS MISSING INFORMATION WILL BE RETURNED



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www.bergenvolunteers.org
e-mail referral@bergenvolunteers.org



Please complete ALL fields.

VOLUNTEER POSITION

Name of Agency _____

Address of Volunteer Position Town State Zip

Contact/Supervisor Phone Number

E-mail Address _____

Volunteer Position Title: _____

Position Description (exactly how it will appear online and in the Guide to Volunteering.)

Position is: On-going Temporary – Position starts ___ / ___ ends ___ / ___

Position is suitable for court-ordered volunteers: Yes No

Time of Volunteer Position (can be specific, ex: Mondays 9-12; first Tuesday of Month, weekdays):

Number of Volunteers needed for this position: _____

Minimum Age of Volunteer (w/adult): _____ Minimum Age of Volunteer (w/o adult): _____

Is the position Family Friendly (Children 12 and under can attend with parent or guardian)?: Yes No

Is the position also appropriate as a Group Project?: Yes No

Is an orientation required for this position: Yes No

Is a background check required for this position: Yes No

Please choose from the picklist provided (check all that apply).

Area of Impact of Volunteer Position?

- | | | | | |
|---------------------------------|-----------------------|----------------|----------------------------|---------------------|
| Adult Education | Animals | Arts & Culture | Children & Youth Education | Civic and Community |
| Disaster and Emergency Services | Environment | | Faith-Based Service | Health & Wellness |
| Family Services | Hunger & Homelessness | | International Service | Internships & |
| Employment | Senior Services | | Sports & Recreation | Technology |
| Justice & Immigrant Services | Schools | | Other _____ | |

Does this position require certain skills, ex: accounting, plumbing?

Age Group Served by this Volunteer Position?

- Children & Youth (under 18) Adult (18-65) Seniors (over 65) All ages

“Hot Job” Volunteer Form

A “Hot Job” volunteer opportunity form must be completed to be posted.

Name of Volunteer Opportunity: _____

Organization Served: _____

Volunteer Coordinator: _____

Volunteer Coordinator Email Address: _____

Volunteer Coordinator Phone Number: _____

Description of event (how it will appear online): _____

Date of Event: _____ **Time Volunteers are needed:** _____ - _____

Location of Event (full address): _____

Minimum Age of Volunteer: _____ **Minimum Age of Volunteer (w/ adult):** _____

Number of Volunteers needed for this position: _____

What is the registration cutoff date for volunteers: _____

Position is suitable for court-ordered volunteers: Yes No

Is the position Family Friendly? Yes No

Is the position also appropriate as a Group Project? Yes No

Is an orientation required for this position: Yes No

Is a background check required for this position: Yes No

Please use the lines below to include any other information we need to know about the event (dress codes, special skills required, etc.) _____

SAMPLE "Hot Jobs" Listing

On the Volunteer Center Database Homepage



Do Good. Feel Good.
WWW.BERGENVOLUNTEERS.ORG

About Us
Blog
Donate
Contact
Press Room
Help

LOGIN

For Volunteers | For Organizations

FIND AN OPPORTUNITY SPECIAL EVENTS BROWSE ORGANIZATIONS RESOURCES BE A VOLUNTEER

Find Volunteer Opportunities

Keyword(s)

* ZIP Code

SEARCH

* Required

ADVANCED SEARCH >



Welcome to the Volunteer Center

READ MORE

Do Good. Feel Good. Now.

Hot Jobs! Here is a list of immediate volunteer opportunities from our Member Agencies!
To find out how to become a member, [click here](#).

Holiday Volunteer Projects

- **Habitat for Humanity of Bergen County, Hackensack**, is looking for volunteers to wrap holiday gifts at Bergen Town Center in Paramus. Dates are available beginning Monday, November 21. Please contact Chris at 201-457-1020 for a list of available dates.
- **Shelter Our Sisters, Hackensack**, is looking for volunteers to wrap holiday gifts at Paramus Park Mall, Garden State Plaza, Chef Central, and Barnes & Noble stores located in Hackensack and Paramus. Dates will be available soon. Please contact Rhona Feimster-Vega at Rhona@shelteroursisters.org or call 201-836-1075 x233, to get on the list.

Volunteer Opportunities

- **Bergen County Division on Disability Services**, Hackensack, facilitators are needed for Post Stroke and Disabled Adult Support Groups. Volunteers will work at one of the two sites: Englewood Site, Fridays, 9:30 am – 1:00 pm leading a conversation club. Topics should include current events, pop culture, etc. Ridgewood Site, Tuesdays, 12:30 pm – 2:30 pm leading the group in arts and crafts projects, current events discussions and socialization. For more information, please contact Daniel Kotkin at 201-336-6504.

Do Your Part! Step up, heed the call to service and get involved! Check our online database and find a volunteer job just right for you!

FIND US ON:



TO VIEW UPCOMING VOLUNTEER OPPORTUNITIES VIEW OUR **OPPORTUNITY CALENDAR**

Upcoming Events

MLK DAY COLLECTION
MONDAY, JANUARY 9 -
SATURDAY, JANUARY 14

VOLUNTEER MANAGEMENT TRAINING
THURSDAY, JANUARY 26

CELEBRATE VOLUNTEERS
WENESDAY, MARCH 28

DERBY DAY
SATURDAY, MAY 5

2015 Volunteer Managers' Roundtables

Who should attend:

- Volunteer Managers
- Program Coordinators
- Executive Directors
- Board Members
- Anyone who recruits or supervises volunteers!



Volunteer Center
of Bergen County
64 Passaic St.
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Calling all Volunteer Management Professionals!

Keep your skills sharp, find out about new ideas, share resources, and get answers to your questions about making the most of your volunteer workforce.

Please join us for bi-monthly lunchtime discussions on volunteer management. These sessions are informal yet interactive, so bring your lunch and be prepared to learn from and share with other local industry professionals. We'll also have time for networking and group problem-solving activities.

2015 Dates (all sessions 11:30 AM – 1:00 PM)

Thursday, January 22
Thursday, March 19
Thursday, May 21

Thursday, July 23
Thursday, September 24
Thursday, November 19

These sessions are free, but all attendees must be pre-registered to attend. To RSVP, please call (201) 489-9454 ext. 118 or email demery@bergenvolunteers.org.

The Roundtables are "brown bag," so please bring your own lunch – we'll provide soft drinks. All sessions will be held at the Volunteer Center of Bergen County, 64 Passaic Street, Hackensack, NJ 07601. Driving directions and parking instructions will be emailed to registered attendees before each session.

Registration Form: Volunteer Managers' Roundtables

Date(s) you will attend:

Name

Title

Agency

Email

Mailing Address

Phone

Fax

Fax Form to (201) 489-1995 or
mail to Debbie Emery, CVS Program Director –
Volunteer Center of Bergen County – 64 Passaic Street, Hackensack, NJ 07601
Or Register Online at www.bergenvolunteers.org