



HANDS ON MEMPHIS PROJECTS PARTNER AGREEMENT



This agreement describes the expectations and responsibilities for volunteer projects undertaken by Hands On Memphis/Volunteer Memphis in collaboration with your organization, the Partner Agency.

IN CONJUNCTION WITH EACH APPROVED TEAM PROJECT, HANDS ON MEMPHIS WILL:

- 1) Provide a team of motivated, energetic volunteers who will arrive and remain on-site until the agreed upon hour.
- 2) Provide a Project Coordinator (PC) who will have the following responsibilities:
 - a) serve as primary contact for Hands On Memphis for this project;
 - c) arrive at the project approximately 15 minutes early to welcome volunteers and to meet with the Partner agency contact;
 - d) remain after the project to clean-up and receive any feedback from agency and volunteer participants.

IN CONJUNCTION WITH EACH PROJECT, THE PARTNER AGENCY AGREES TO:

- 1) Take all reasonable steps to ensure that tasks assigned to Hands On Memphis volunteers at the project site are consistent with the information provided on the "Project Request" form;
- 2) Contact the Project Coordinator at the earliest possible time if significant changes in the project are anticipated;
- 3) Take all reasonable steps to provide a safe environment for the project and provide information to the Project Coordinator in advance about any conditions requiring special preparation;
- 4) Help ensure that the volunteers leave knowing that they have done something worthwhile with their time, including being given a useful role in the completion of the project, understanding the short/long term benefits of the project and recognition and appreciation for their participation.
- 5) Provide a "volunteer-friendly" on-site agency representative who will:
 - a) provide any necessary specialized training and/or screening;
 - b) be present at agency during the entire time that the project is executed;
 - c) present a brief (3-5-minute) orientation to the volunteers covering the needs and roles of the agency in the community and the role of the volunteer;
 - d) ensure availability and allow access to needed supplies, tools, restroom facilities, etc.;
 - e) address any problems that arise involving staff, clients or volunteers; and
- 6) Complete a "Project Evaluation" or participate in an agency focus group once a year

/ HA VE READ AND AGREE TO ABIDE BY THE ABOVE CONDITIONS DURING ALL COLLABORATIVE VOLUNTEER PROJECTS.

Partner agency (Agency Name): _____ Date: _____

Representative Signature: _____ Position: _____

Phone Number: _____ Fax: _____

HOM Representative Signature: _____ Date: _____

Please fill this form out completely including the required signature and fax it to
Volunteer Memphis
Attn :Hands On Memphis Program Manager
901-523-7107