



## Community Based Organization AGREEMENT FORM 2018 HelpingFeelsGood.org

This document serves as an agreement between \_\_\_\_\_ and Neighbors 4 Neighbors to participate in the HelpingFeelsGood.org website and program. The above nonprofit agrees to the following requirements and understands that failure to meet these requirements will disqualify the organization and clients from the program.

### **REQUIREMENTS FOR NEIGHBORS 4 NEIGHBORS' HelpingFeelsGood.org WEBSITE & PROGRAM**

**Our volunteers are unique. They wish to use their particular skills and talents to help you and those you serve. We have over 1,500 registered volunteers from translators to web designers. Hairdressers, musicians, event planners. You name it. We got it. We hope you will join us and introduce our volunteers to the terrific work you do.**

We invite you to submit both projects needed by your organization and projects that directly serve someone who is participating in your program. When submitting a project for a specific person you serve, we trust that person meets your criteria for need and is receiving your services.

- Your organization agrees to assign necessary staff to facilitate and monitor each project submitted to our website, Helpingfeelsgood.org
- Your organization will furnish Neighbors 4 Neighbors with a contact list of staff assigned to manage this project phone and email addresses, fax numbers, cell phone numbers and hours of availability . **Please note: Only your authorized users, trained and registered through the HelpingFeelsGood.org website will be allowed to submit projects.**
- Your organization will provide logos, website link and nonprofit information to Neighbors 4 Neighbors via the online registration form to inform volunteers about your organization and how it impacts those you serve. This uploaded information will appear with the project presented to registered volunteers.
- Your users (project submitters) must complete all information requested on Project Profile form. User must include complete address, including zip code, for the project and a contact phone number for person overseeing project. Only registered users, not clients, are to fill out forms.
- **Organization's project submissions will be completed online. Once this agreement is signed and returned, we will send you the link to register your staff, schedule an online training and submit projects to the HelpingFeelsGood.org website. Please contact Neighbors 4 Neighbors if you have trouble submitting projects online. 305 597-4404 or [katy@neighbors4neighbors.org](mailto:katy@neighbors4neighbors.org)**
- There is **NO GUARANTEE** that the projects you submit will be matched to skilled volunteers registered on the site. When your project has been selected, the staffer submitting will receive a notification via email.



- If you are submitting a project on behalf of a client: Once you receive a confirmation email that a project has been selected by a volunteer, **IT IS YOUR RESPONSIBILITY TO BOTH INFORM THE CLIENT FEATURED IN THE PROJECT THAT THEIR PROJECT HAS BEEN SELECTED BY A VOLUNTEER AND REACH OUT TO IF THE VOLUNTEER TO DISCUSS For our Social service agencies and those who submit on behalf of a person being served by the organization**
- **THE DETAILS REGARDING THE PROJECT AND THE CLIENT'S SITUATION AND NEEDS.**

This is the perfect time to remind the client of our policy:

  - Clients should not ask volunteers for money or goods.
  - Clients should only agree to meet with volunteers on terms they feel comfortable with.
  - Clients should always be gracious and thank their volunteers (whether it is done by phone or by mail). Thank you cards or letters are especially liked by volunteers. You would be surprised how wonderful these individuals feel when they receive a thank you card or letter signed by clients.
  - Clients should be reminded that many of our volunteers are average people looking to help people in need and therefore all of their requests or needs may not be met. They should not request expensive or luxurious items/services that exceed the scope of the project submitted to the site by their caseworker.
  - Clients should be considerate of the volunteer's time schedule.
- Communication is **CRITICAL**. The staffer submitting the project should facilitate the connection between the volunteer and the recipient.
- Many volunteers are touched by the description of circumstances. What has the client been through? What special needs or talents do they have? Information on actions being taken by the client to improve their circumstances can make for a compelling profile and improves the chances of a volunteer match.
- **We invite you to also submit needs of your organization You are welcome to ask for goods and services that will help you continue your work. Our volunteers are unique in that they wish to use their particular skills and talents to help. We have web designers, translators, artists, musicians, accountants, event planners, cabinet makers...just about anything you can think of. The one thing you can't do is ask for monetary donations.**
- **You should be aware that Neighbors 4 Neighbors does NOT do any background checks on volunteers. As an agency participant in the HelpingFeelsGood.org program you are assuming all responsibility for any volunteer matched with a submitted project. The need for background checks and/or proof of license/bonding/insurance should be clearly stated in the project profile and is the sole responsibility of the agency.**

I, \_\_\_\_\_ as a representative of \_\_\_\_\_,



have read and understand and fully agree to all the above requirements for participation in Neighbors 4 Neighbors' HelpingFeelsGood.org program.

\_\_\_\_\_  
Signature of Participating Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Neighbors 4 Neighbors

\_\_\_\_\_  
Date