



United Way of Midland – Community Investment Volunteer Duties

Objective

To participate as an Allocation Panel Volunteer and review/evaluate programs requesting United Way funds to determine how the funds raised will be invested in the community.

Who Can Volunteer:

- Adults 18 or older.
- Reside or work full-time in Midland, Martin, or Upton County.
- Demonstrate personal investment in United Way by being a contributor to the Campaign. <https://www.uwmidland.org/civicrm/contribute/transact?reset=1&id=2>
- Anyone meeting the first three qualifications and who is not currently employed with a local non-profit who is being reviewed under the Request for Funding or Request for Continued Funding process.

Volunteer Responsibilities

- Demonstrate personal investment in United Way by being a contributor to the United Way of Midland's Campaign.
- Be available during business hours to participate in training, team meetings and site visits.
- Attend volunteer training session.
- Personally, review and score each program proposal.
- Utilize the online system to access program proposals.
Website: <https://volunteer.e-cimpact.com/login.aspx?org=46545U>
Username: your email address
Password: pwd123 (you will be able to change it)
- Actively participate in all program site visits (scheduled as a team) and team meetings.
- Be objective, fair, and impartial in all aspects of the volunteer review process.
- Be able to discuss individual point of view and arrive at group consensus.
- Ensure that funding recommendations are based on a program's ability to meet a community need, achieve results, and exercise good stewardship.
- As a team, complete and submit one program evaluation form and make a funding recommendation for each program.
- Make an impact in the lives of others throughout your community.

Time Commitment

This process is concentrated in a nine-week period, including training. All visits will take place during work hours.

Total time commitment is approximately 15-25 hours.

- Training: 1.5 hours for new volunteers; 1 hour for returning volunteers.
- Independent review of program proposals: approx. 30-45 mins per proposal. Reviews and scoring are due on April 4 by 11:59 pm.
- **Self-Sufficiency - Team Meeting:** 1.5 hours to begin the review process and approx. 1 hour at the end of the review to complete evaluation and make final funding recommendations.
- **Education and Health - Team Meeting:** 1.5 hours to review and make final funding recommendations.



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- **Self-Sufficiency Team Site Visits:** approx. 1-1.5 hours per program. Site visits and team meetings will occur Feb 21 – March 31 (excluding spring break March 7-11) and be scheduled based on availability of team members.

Volunteer Team Composition

- Teams are structured around one of the three United Way priority areas of Education, Health, and Self-Sufficiency.
- Teams will review programs within the same priority area and of similar scope.
- UWM seeks volunteers who are without conflicts of interest, donate to United Way and represent all sectors of the community, including issue area experts.
- The knowledge and opinion of each volunteer shall be valued as part of the review process.
- Each team may have up to 20 team members / no less than 3 members, a Focus Area Chair, and a representative from the United Way Community Investment Committee. Each team will be supported by a United Way staff liaison.

Scheduling Team Meetings and Site Visits

At the conclusion of volunteer training, each volunteer team will identify target dates for site visits and team meetings. All volunteers should bring their calendar to training.

Confidentiality & Conflict of Interest

Community Investment Volunteers review, discuss, and make recommendations for program funding. Materials and discussions regarding proposals, site visits and team deliberation must be kept confidential.

The foundation of the Community Investment volunteer review process is integrity, fairness, and objectivity. To ensure this, Community Investment volunteers must disclose any direct or indirect relationship with agencies in the review process. Please complete the **Code of Ethics and Confidentiality Form** <https://www.surveymonkey.com/r/panelcc>. A listing of all non-Profits that are a part of the process are listed.

Contact:

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Director of Community Impact
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Thank you for your interest in serving as a Community Investment Volunteer.
Volunteer registration deadline is **February 10, 2022**.
(<https://www.surveymonkey.com/r/uwm-panel>)