



HandsOn
NETWORK

HandsOn Inland Empire
Volunteer Initiative of Inland Empire United Way
9624 Hermosa Avenue
Rancho Cucamonga, CA 91730
Tel: 909-980-2857
Fax: 909-980-2957
www.handsoninlandempire.org
dschool@ieuw.org

HandsOn Inland Empire (HOIE) is the volunteer initiative of Inland Empire United Way (IEUW). HandsOn Inland Empire inspires, equips, and mobilizes people to take action in their community by engaging them in meaningful volunteer service projects throughout the following service areas:

Blythe
Calimesa
Chino
Chino Hills
Claremont
Diamond Bar
East Highland

Fontana
Forest Falls
La Verne
Loma Linda
Lytle Creek
Mentone
Montclair

Mt. Baldy
Oak Glen
Ontario
Palo Verde Valley
Pomona
Rancho Cucamonga
Redlands

San Dimas
Upland
Walnut
Yucaipa

What We Provide

Volunteer Recruitment

Volunteers can search for volunteer opportunities on our website (www.HandsOnInlandEmpire.org) based on the calendar of projects or by searching according to their interests. Volunteers then sign up online for the project or opportunities that interest them.

Volunteer Referrals

Date Specific Referrals (calendared)

These are volunteer opportunities listed on our project calendar on specific dates that you choose. Calendared Referral Projects are highly visible and give volunteers the opportunity to click on a link that will send your agency an email signing them up you're your volunteer opportunity or expressing their interest. These projects are typically done in a day (2-6 hours), and can be set to recur.

To Be Scheduled Referrals

Our online system gives your organization the ability to post ongoing volunteer opportunities that may not be conducive to instant registrations (i.e., tutors, mentors, etc.). These do not have a specific date but are still listed on our website as an ongoing volunteer opportunity. Volunteers can then click a link that will send your organization an email that someone has expressed interest in this opportunity.

Volunteer Tracking

Our online system allows you to communicate with, manage, and track volunteers along with the hours that they participated in. This allows your agency to keep statistics about your individual projects and volunteers.

In addition to the above volunteer recruitment and management tools, if you have an office located in one of the service areas listed above, you will have the opportunity to develop customized projects that meet your organization's needs such as the following:

HOIE Managed Projects

HandsOn Inland Empire will work closely with your organization to develop ongoing projects that meet your needs. These projects occur weekly, bi-weekly, or monthly and typically are on weekends or evenings which make it accessible to working professionals. HandsOn Inland Empire will recruit and train a Volunteer Leader for each project, who monitors sign-ups and ensures that each project is executed according to our standards of excellence. This is a great way to bring new volunteers into your organization and help you meet the growing needs of the community.

HOIE Service Projects

HandsOn Inland Empire works with corporate and civic groups interested in one-day volunteer opportunities for large groups. A group of 20-500 volunteers could be available for one day for a large scale project such as painting facilities, clean-up, planting gardens, participating in food drives, and more. HOIE can work with your organization to determine your needs and the best fit.

Partner with us! Fill out our Agency Agreement below and fax it to 909-243-7170 and we will contact you to confirm your partnership with us. If you have further questions, please email Denise School (dschool@ieuw.org) or reach her by phone at 909-980-2857 ext. 223.



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AGENCY AGREEMENT

Print, sign, and fax to 909-980-2957

City of Redlands

Organization Name

Also Known As

Type:

- ☐ Civic Organization
☐ Faith-Based
☐ Foundation

- ☒ Government
☐ Nonprofit 501(c)(3)
☐ School

☐ Hospital

☐ Other: _____

95-6000766

Federal EIN

35 Cajon Street, Suite 10

Street Address

Redlands

CA

92373

City

State

Zip Code

909-335-4762

Phone

Fax

www.cityofredlands.org

Mon- Thurs 7:30 am- 5:30 pm; alternate Fri 8am - 5pm

Website

Days and Hours Open

Mission Statement The City of Redlands Volunteer Services Division exist to promote valuable volunteer and internship opportunities for City programs supporting our community. It the City's goal to effectively place participants in meaningful service work which empowers volunteers to develop both personally and professionally while enhancing the quality of life throughout the City.

Executive Director

Email

Phone

Human Resources

ashear@cityofredlands.org

Volunteer Coordinator

Email

Phone

Briefly describe your volunteer needs: One-time volunteers for civic event such as community festivals or beautification projects and ongoing volunteers to support specific City department projects or activities.

HANDSON INLAND EMPIRE USE ONLY

Date Received: _____ ☐ Follow-Up Completed (Date of Follow-up: _____)

Notes/Miscellaneous: _____



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inlandempire.org

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Genders Served:

☐ Male Only

☐ Female Only

☒ All Genders Served

Age Groups Served:

☐ Children & Youth (under 18)

☐ Seniors (over 65)

☐ Adult (18-65)

☒ All ages

Populations Served:

☐ Animals

☐ LGBT (Lesbian, Gay, Bisexual, Transgender)

☐ Offenders/Ex-offenders

☐ Families

☐ People with Disabilities

☐ Homeless

☐ Low-income Communities

☐ People with Health-based Concerns

☐ Immigrants, Refugees or Ethnic Groups

☐ Military/Veterans

☐ Visitors & Travelers

Impact Area(s):

☐ Adult Education

☐ Faith-Based Service

☐ Immigrant & Refugee Services

☐ Animals

☐ Health & Wellness

☐ Schools

☐ Arts & Culture

☐ Family Services

☐ Senior Services

☐ Children & Youth Education

☐ Hunger & Homelessness

☐ Sports & Recreation

☒ Civic & Community

☐ International Service

☐ Technology

☐ Disaster & Emergency Services

☐ Internships & Employment

☐ Other

☐ Environment

☐ Justice & Legal Services

Can your organization host volunteer groups? (For organizations within service area only)

☒ Yes

☐ No

Would your organization be willing to host volunteers on National Days of Service (i.e. Martin Luther King Day) or special events? (For organizations within service area only)

☐ Yes

☐ No

☒ Not Sure

Days your organization can utilize volunteers:

☐ Weekdays only

☐ Weekends only

☒ Flexible

Court-Ordered Volunteer Program

The San Bernardino County Courts and Probation Department refer volunteers to our offices with offenses ranging from traffic violations to misdemeanors and felonies. The courts review each case and assign community service based on that review. IEUW's Alternative Sentencing Program facilitates the placement of court ordered volunteers through our partnership with community organizations such as yours. As a result, our program staff will make every effort to accommodate the requests you set here to ensure accurate referrals for all court-referred volunteers. All clients are screened based upon the current offense(s) only. IEUW DOES NOT fingerprint, conduct federal or state background screening for clients referred through the courts. It is up to your agency to screen volunteers for an appropriate volunteer position according to your agency's policies. All court ordered clients are referrals to your agency, as such; you have the option of accepting or not accepting clients on a client-by-client basis. Clients must be supervised at all times.

AS

(please initial that you have read the above statement)

Can you utilize court-ordered volunteers?

☒ Yes

☐ No

If yes, minimum age of volunteer you will accept 18

If yes, please list the conditions or limitations (indicate what type of offenses you cannot accept):

All applicants considered on a case by case basis; some volunteer position have other conditions.



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TERMS OF AGREEMENT

IEUW HandsOn Program agrees to the following:

- Recruit and refer potential volunteers in person, by telephone, and through our website, www.handsoninlandempire.org
- Provide your organization with the name, telephone number, and email of volunteer(s).
- Provide trained Volunteer Leader(s) for any project managed directly through HandsOn Inland Empire
- Promote recognition of volunteers through award program
- Refer court-ordered individuals based upon agency's preferences
- Provide support and training in the development of your volunteer program needs

By signing this agreement with IEUW's HandsOn Program, the Above-named agency agrees to the following:

- Certify that it is a non-profit 501(c)(3) organization or public entity serving valid community needs broader than the interest of its membership.
- Comply with all federal policies and regulations regarding non-discrimination and accessibility. Provide service to its clients without regard to race, color, religion, gender, sexual preference, national origin, age, marital or veteran status, or the presence of a non-related medical condition or disability. Likewise, it shall not unlawfully discriminate in the acceptance of volunteers on these bases.
- Actively utilize IEUW's HandsOn Connect portal and attend management training.
- Maintain a safe working environment for all volunteers.
- Respond to IEUW's HandsOn program's periodic requests for updated information to maintain accurate and current volunteer opportunity listings, and notify HOIE of any change of address/telephone number/contact person within the volunteer program.
- Provide a drug-free workplace agency.
- Carry adequate liability insurance or self-insurance.
- Coordinate with IEUW HandsOn Project Leaders, to ensure successful outcomes of managed projects.
- Provide supervision for court ordered or referral volunteers.
- If your agency has agreed to utilize court-ordered volunteers, you are agreeing to accept court-ordered volunteers only from IEUW's Alternative Sentencing Program. In the event a court referred volunteer contacts you directly, your organization agrees to inform the client that they must register with IEUW before starting court ordered community service work this applies.
- Agree to provide necessary volunteer job descriptions, and agency contact information for posting volunteer referrals on the HandsOn Inland Empire website.
- Report any problems with volunteers directly to IEUW HandsOn.
- Indemnify each prospective volunteer and hold harmless Inland Empire United Way's HandsOn program, its officers, directors, employees and agents, against any and all claims, damages, liabilities, costs and expenses (including, without limitation, all attorney fees and litigation expenses) resulting from IEUW's HandsOn programs referral of volunteer(s) to the Agency Partner and any act or omission of any volunteer resulting from the course of volunteer services performed by a volunteer on behalf of the Agency Partner.

This Agency Partner Agreement may be terminated without cause at any time by either party upon notice to the other party. The terms of this agreement are at all times subject to amendment by written agreement.

Please note:

- Inland Empire United Way's HandsOn Program does not provide Worker's Compensation of any time of medical or liability insurance for any volunteers – adult, family, youth or court. All volunteers must fall within your organization's insurance policies (general liability insurance) regarding volunteers.
- IEUW HandsOn WILL NOT recruit / refer volunteers to perform the following tasks:
 - Work with private individuals.
 - Take part in political campaigns.
 - Volunteer in any religious organization for the purposes of proselytizing. All work performed for religious organizations must be to provide a community need (i.e., food, clothing, tutoring, child socialization, etc.).
 - Work conducted on behalf of for-profit entities.



Inland Empire United Way

AN EQUAL OPPORTUNITY



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Remarks/Concerns:

Pete Aguilar

Pete Aguilar, Mayor

9/3/13

Date

Agent of IEUW

Agent of IEUW (To be signed by IEUW staff member)

9.12.13

Attest:

Sam Irwin

Sam Irwin, City Clerk

9/3/13

Date

Please submit completed forms by:

- Fax: 909-980-2957
- Email: dschool@ieuw.org (with subject line: "Agency Agreement: "Your Agency Name")
- Mail: 9624 Hermosa Avenue
Rancho Cucamonga, CA 91730