



GUIDELINES FOR VOLUNTEER INVOLVEMENT

These guidelines, created by the Reno Tahoe Young Professionals Network, outline a process to review and approve volunteer and community involvement opportunities for YPN support. The goal of the process is to allow YPN to focus and encourage its members to become more involved in the community.

Organizations or individuals interested in soliciting YPN support for an event should review the evaluation criteria below and submit a complete Event Support Request Summary with any additional attachments necessary to explain the program. Each Event Support Request Summary will need a YPN member as a sponsor for that event. The event sponsor's role will be to lead the organization of YPN volunteers and coordinate volunteer activities at the event.

The YPN community involvement committee will review the completed request summary to determine if the event meets the criteria described below and if the event can be successfully supported by YPN volunteers. If approved, YPN will encourage participation and advertise the event to its members.

For any questions regarding the Community Involvement Committee or direction on filling out the Request, please contact: Janet Buckley, YPN Board Member at jbuckley@macpas.us. Please email all forms and additional information to jbuckley@macpas.us or call 829-3555 for more information.

CATEGORIES OF SUPPORT (based on Pebble Project sectors)

- Youth
- Civic
- Arts and Culture
- Health and Welfare
- Education
- Environment
- Animals
- Special Events
- Special Interest
- Professional Development

EVALUATION CRITERIA

- Large potential for member volunteer involvement
- Support significant programs or initiatives that have lasting, positive impact in the communities we serve
- Support initiatives with measurable outcomes and a high degree of funding accountability
- Tie support closely to RTYPN's purpose
- Strengthen relationships with non-profit organizations and the community at large
- Include the potential for collaborations with other organizations or businesses

EXCEPTIONS

- Monetary donations can only be made to non-profit 501(C)-(3) organizations. The tax-exempt number must be provided. Other support (including volunteer time) can be provided to any organization, only as approved by the YPN Board.
- We will not donate to religious organization, individual school or athletic programs and advertisements.
- Table sponsorships or other special event funding will be handled through the YPN Executive Committee only. Those requests should be forwarded to the Chair of the Board and the Executive Director.



EVENT SUPPORT REQUEST SUMMARY

Sponsored By	
Date Submitted	
Date Approved	

<input type="checkbox"/>	In-kind contribution
<input type="checkbox"/>	Publicize to Members
<input type="checkbox"/>	Cash Sponsorship or Donation
<input type="checkbox"/>	Volunteer Participation
<input type="checkbox"/>	Do Not Participate

GENERAL INFORMATION

Category (See Sector List)	
Organization Name	
Name of Event	
Date of Event	
Past Participation	
Funding (or time) Requested	
Past Funding (or time)	
Need Action By (date)	
YPN Sponsor (Lead)	

BRIEF DESCRIPTION OF PROPOSAL (ATTACH SEPARATE SHEET)

PROPOSAL EVALUATION CRITERIA

Organization is a non-profit and can demonstrate tax exempt status	Organization demonstrates financial accountability	
Provides opportunity for family involvement and participation	Proposal indicates collaborative efforts between more than one organization	
Amount (or time) of request is reasonable	Program does not duplicate services	
RTYPN Members have the ability to get involved in substantial way	Proposal demonstrates efficient management and leadership	
Organization has general community support	Objectives are clear, measurable and attainable	