



2022 Volunteer Need Posting Changes and Reminders

Date: December 23, 2021

Dear Community Partner,

We are contacting you to remind you of our current procedures and to inform you of some changes being made to the Volunteer Center of Brown County's Request Volunteers form and to our overall posting procedures. The changes and updates will be effective starting on January 1st, 2022.

These changes and updates are being made in the best interest of the organizations utilizing these services and our readers/subscribers. Our goal is to continue to help organizations fill their volunteer needs, while still providing updated and fresh opportunities throughout the upcoming seasons.

Postings for Affiliates and Non-Affiliates:

- Affiliate Partners receive an unlimited quantity of listings in all four publications listed below (both of our newsletters, Helping Hands, and Facebook)
 - More on this below.
- Non-Affiliates receive one free listing per year in the weekly Volunteer Connect and monthly Volunteer Times
 - Each additional listing is \$10 for the Volunteer Connect and \$40 for the Volunteer Times – payment arrangements can be made through Melissa or Ruth.
- The month of January is a bit of a grace period for organizations that are submitting new requests – we will contact you if we have a question/concern about the submission start or stop date you selected in the form.

Request form and overall posting reminders:

- Here is the link to the request form: <https://volunteergb.org/nonprofit-information/request-volunteers/>.
- This request form covers postings in the following publications:
 - Volunteer Times (monthly newsletter, published around the 25th of the month)
 - Volunteer Connect (weekly e-newsletter, sent out every Thursday)
 - Press-Gazette Helping Hands (listing in Sunday paper; Affiliate Partners only)
 - Facebook (Affiliate Partners only)
- If possible, we encourage you to submit your request(s) at least two weeks prior to your ideal submission start date – this will allow our team ample time to prepare for your posting(s) and to reach out with any questions
- Requests for Volunteer Connect, Helping Hands, and Facebook must be submitted by 4:00 pm Monday of the week you would like your volunteer needs publicized.
 - We will do our best to feature your request that week, but we cannot guarantee that we will be able to accommodate it.
 - Requests submitted after this deadline may not be publicized until a later date.
- Similar opportunities can be grouped together in one request form submission
 - For example, one-time/seasonal events or opportunities that have the same theme.
- Other opportunities should be submitted separately to ensure we have all the information needed to post the opportunities
- Be sure to do the following when submitting the form:
 - Have all your information ready to be inputted into the form
 - Select all the publications you wish to post your opportunity in
 - Be as descriptive as possible

- Tell us if the opportunity is flexible
- Tell us if the opportunity is a great group opportunity
- Tell us if the opportunity is remote or virtual
- And be sure to include a minimum age volunteers need to be to participate – this allows our young readers and families to see what opportunities may work for them.
- You only need to submit the request form once during the period your opportunity or opportunities are posted – this will eliminate any confusion on our end.
- You will receive communications regarding postings from either Ruth, our administrative assistant, or Melissa
 - Ruth typically reaches out in the beginning of each month with reminders and dates for postings.
- Contact us if any of the following occurs:
 - You need to change any information listed in a posting that is currently running.
 - Your opportunity is full or if you want to pull it from our publications – this will give us room to add a new opportunity.

Changes coming January 1st:

- If you currently have an opportunity posted in any of our main publications that you want us to continue to run in 2022, please resubmit the posting(s) as soon as possible
 - We may reach out to the organizations that have opportunities that are set to run after January 1st.
- Postings may run for a maximum of 3 months (or 12 weeks); please consider this when choosing your stop date. If, at the end of this period, the volunteer need still exists, please resubmit an updated posting – for Affiliates only.
 - This is being done to ensure that we are posting fresh and updated information, while also allowing newer listings to be seen. Our goal is to share new content regularly, so that we do not lose subscribers or readers.
- If an opportunity is set to run for 2-3 months, we will check-in halfway through the posting timeframe to make sure the listing should still be posted.

Here is the link to the January Volunteer Times for your reference: <https://volunteergb.org/wp-content/uploads/2021/12/Volunteer-Times-January-2022.pdf>. Although we are taking a bit of a break with the Volunteer Connect and Helping Hands through the holidays, postings in our other publications and platforms (the Connect, Helping Hands, and Facebook) will resume as normal as of January 6th, 2022.

A separate email will be sent out to Get Connected agency managers regarding some changes happening through that platform.

Questions? Please contact Melissa or Ruth using our contact information listed below.

Thank you for your patience and understanding while we work through these changes.

Sincerely,

Melissa and Ruth

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