



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

NAME OF AGENCY			
The Volunteer Center			
CONTACT PERSON AND TITLE			
Barbara Tubekis, Executive Director			
ADDRESS			
520 Glendale Avenue, Suite 211			
CITY		STATE	ZIP
Winnetka		IL	60093
PHONE		FAX	
847-441-7665		N/A	
E-MAIL			
barb@volunteercenterhelps.org			
WEB			
https://VolunteerCenterHelps.org			
NO. OF YEARS IN EXISTENCE		TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR	
61		\$ 15,000.00	
PROGRAMS REQUESTING FUNDING	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. <u>General Program</u>	<u>\$15,000</u>	<u>\$ 15,000</u>	<u>1997</u>
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____



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Eligibility Criteria For Funding

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - *All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.*



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- **Accountability** - The agency shall maintain communication with the assigned advisory committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the person from a board meeting if they convene into Executive Session. The agency shall provide meeting minutes to the liaison upon request
- **Financial** - *All agencies with budgets of greater than \$300,000 must have an annual audit performed by an independent CPA. Those agencies with a budget of \$300,000 or less must submit to the Township a copy of form AG990 that is sent to the Attorney General's Office. The Township reserves the right to request an audit be performed for agencies with budgets of \$300,000 or less.*
- **Absence of Conflicts of Interest** – The agency certifies, to the best of its knowledge, information, and belief, that it has no current relationship or involvement with any New Trier Township Trustee, Employee, or Committee Member which the Agency reasonably believes could either favorably or unfavorably influence the Township's possible grant of the Agency's funding request.
YES _____ **X** _____
NO _____ - **If no, please explain.**

Other Certification Issues

Please mark yes, no, or other as appropriate next to each statement. If no, or other, please explain. Supporting documents may be requested at a future date and must be supplied upon request.

- | YES | NO | OTHER (PLEASE EXPLAIN) | |
|-----|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | Agency maintains a personnel policy manual |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a non-discrimination policy |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a sexual harassment policy |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a grievance procedure |
| X | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a Strategic Plan
Covers years _____ 2018-2021 _____ |



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- X Agency produces an Annual Report
Most recent report covers period 2020-21
- X Agency has an effective fiscal management system in place and has disclosed any and all Conflicts of Interest as described in the Eligibility Criteria for Funding.
- X Audit or AG990 completed and copy provided to the Township for most recent fiscal year
- X Agency maintains general liability insurance coverage and names New Trier Township as additional insurer
Amount of coverage \$1,000,000
Name of insurer The Hanover Insurance Group
Effective dates of coverage 10-15-2020 to 10-15-2021
- X Agency pays all state and federal payroll taxes
- X Agency has a conflict of interest policy.

- | YES | NO | OTHER (PLEASE EXPLAIN) |
|-----|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> Agency has by-laws in place
Date last amended/accepted <u>9-16-19</u> |
| X | <input type="checkbox"/> | <input type="checkbox"/> Agency is accredited by recognized accreditation organization (where appropriate)
Date of most recent accreditation <u>2021</u>
Accreditation Organization <u>The Points of Light Foundation</u> |
| X | <input type="checkbox"/> | <input type="checkbox"/> Agency's board serves without compensation
Number of board members <u>19</u>
Number of Board vacancies <u>Could always use more</u>
List board sub-committees <u>Executive Committee/Nominating, Make A Difference Day, Thanksgiving Share Your Bounty, MLK Day, Recognition (Fundraising), Nonprofit Trainings/Networking</u>

Schedule of board meetings <u>2nd Wednesday, Monthly Sept-July</u> |



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- X Agency has Auxiliary or other Advisory/Governing Board. If so, please explain:
_____ Honorary Board _____
- X Agency provides staff with opportunities for training and personal development
- X Agency has filed its annual report with the Illinois Attorney General
_____ 01005413 _____
- X Agency has filed its annual report with the Illinois Secretary of State
_____ N4420-234-4 _____
Federal Tax ID # _____ 36-6138830 _____

We certify that we meet all the eligibility criteria for funding and that the information contained in this application is true and correct to the best of our knowledge and agree to comply with all requirements of the program and funder if we are awarded and accept funding. Furthermore, our Board has been advised of the Eligibility Criteria and approved our signing of this document.

Agency Director Name Barbara M. Tubekis

Signature

Date: September 10, 2021

Board President Name

Colleen Harlow

Signature

Date: September 10, 2021



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Organizational Profile

(A) The Organizational Profile is part of the New Trier Township Application For Funding; and (B) It is the Agency's responsibility to keep the Organizational Profile information current each year and provide New Trier Township with further information on an ongoing basis if there are any significant changes, such as to the mission, organization, board requirements, and/or other changes.

- (1) Briefly summarize the agency's mission, history, services, and organizational structure. Have these changed significantly over the lifespan of the organization? (Please attach a current organizational chart, if available.)

The mission of The Volunteer Center (VC) is to promote volunteerism, support nonprofit organizations and engage people in meaningful volunteer service in the communities we serve.

Established as The Volunteer Talent Pool (VTP) in May, 1960, The Volunteer Center is an organization that began as a Winnetka Public School initiative to provide classroom topic support and tutoring between senior citizens at the North Shore Senior Center and students in the Winnetka Public Schools. Early on, New Trier High School also sought tutor/mentoring support from the pool of volunteers. Gradually neighboring school districts also utilized the VTP's file of volunteers. The VTP responded to the increasing demand from schools and residents to find diverse, meaningful volunteer experiences in nonprofits in service activities and it rebranded in 1995 as "The Volunteer Center" (VC) and expanded its base from a dozen charitable organizations, to its current 165 member nonprofits in New Trier Township and the greater N.E. Metro Chicago area, covering dozens of categories of need.

Today it connects volunteers through personal interactions and the VC's online database of openings on its website, VolunteerCenterHelps.org. It further involves the local community in annual Days of Service that welcome people of all ages and abilities. These include 911 Day of Remembrance, Make A Difference Day, Thanksgiving Share Your Bounty, MLK Day of Service, Kids Against Hunger and we recently added two days to its list: Earth Day and partnership with NTT and its Paper Shredding events. The VC has demonstrated growth and the capacity to adapt to changing needs. We will continue to provide a wide array of opportunities to people with different abilities, while we also work to strengthen needs of our nonprofits through their presence on our website and our best practice training programs.



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The VC Operational Chart is attached below:



The Volunteer Center Organizational Chart

2021-22

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Exec Director & Officers

COMMITTEES

Make A Difference Day

Thanksgiving Share Your Bounty

Martin Luther King Jr. Day

Recognition Event/Fundraiser

Nonprofit Training/Networking



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- (2) Briefly summarize the role of the board and the requirements for serving on it. What role does the board play in the administration and operation of your organization and what is the desired size of a full and active board?

The VC has a close working relationship between the board and the staff since we began in 1960. The relationship is important to our success. The board manages the business of the organization and the staff works with the board to implement the goals and mission approved by the board.

BOARD RESPONSIBILITIES:

1. Attend monthly meetings from September through June. (Executive Committee meets in July and many committees meet throughout the summer).
2. Act as a liaison between the greater community and civic, school and faith-based communities and The Volunteer Center.
3. Network with the Director and other board members for the purpose of recruiting, selecting, and supplying competent volunteers for assignments.
4. Work with the Director in mailing the newsletter and annual fundraising letter. This includes sending solicitation letters to their referrals (friends, family and colleagues).
5. Participate in the Volunteer Center sponsored events.
6. Make a financial contribution to the annual fundraising campaign that is appropriate to each member's personal ability and also provide referrals of their family and friends to solicit financial support through our annual appeal campaigns.
7. Members pay an annual membership fee of \$25. The membership fee covers any memorial contributions for family members of board members. It also supports the annual final board meeting luncheon.
8. Board membership is at least 2 years with no more than 2 missed meetings per fiscal year without review with the Board president. Each member serves on at least one committee per year. Following Active Membership, board members are eligible to move to Sustaining status for two years.
9. Support the Director by serving on a committee which includes, but is not limited to (additional committees to be determined):

Days of Service (Make A Difference Day, Thanksgiving, Martin Luther King Day, Recognition Event, New Service Days, Nonprofit Training/Networking Events, Development, Nominating.
10. Commit at least 6 hours of independent time to social service outside The Volunteer Center duties

The ideal size of the active board is between 12 and 20 members. The Sustaining and Honorary Boards are important to maintain our donor loyalty and historical perspective and are not limited to a number of members. We currently have 16 active Board members, three Sustaining and 15 Honorary members. The VC considers their participation vital to our operations.



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Agency/Program Funding Request Information

PROGRAM DESCRIPTION

- (1) Describe the services provided by this program, eligibility requirements, and the target population.

The Volunteer Center provides services that benefit two target populations:

1) The volunteers, which include individuals of all ages and abilities, service groups from schools, faith-based organizations, families and businesses looking to do some outreach. They are primarily from New Trier Township and the North Shore as many of the referrals come from our board members who are mostly from this area. The services provided to our volunteers are three-fold. 1) The opportunity to access our very robust and appealing website where they can identify through our search filter those nonprofits they would like to help based on location, category of service and any potential age or skill-based requirements the nonprofit might have. 2) The ability for schools and faith-based organizations to receive personal consultation with the executive director to design full-scale service programs or one-off projects that involve identification of the nonprofits' clients' needs, program planning, execution and reflection. 3) Volunteers are also invited to participate in our fulfilling and impactful Community Days of Service described earlier. Eligibility requirements of the volunteers and our services are not fee-based or limited to those with a high skill-level. Some openings require that, but for the most part, the volunteer receives our support without strings (of course we wouldn't turn down donations from organizations for developing full programs with us).

- 2) Our 165-member nonprofit organizations

We are proud of our relationship and services to our nonprofit members. In addition to the visibility and the volunteers that answer their calls for help on our website or as one of our Service Day recipients of donated and purchased goods, we also provide best practice trainings from pro-bono professionals that help improve their function and efficiency. Topics over the years have included fundraising, board development, marketing and volunteer management. We had to pause this service last year during COVID, as we were not able to meet in person which provides a valuable networking component from which the nonprofits really benefit. We hope to be able to host and to gather in person soon. Another valuable benefit to our nonprofits is they are able to maintain a presence on our website – includes a private login to their own page that promotes their services and enables them to post specific volunteer openings. As a result, we require a \$50 initiation fee that covers the web manager's time to set them up on our site. To be eligible, nonprofits may join us only if they are a registered 501(c)(3) organization. This provides the necessary criteria to keep our nonprofits legitimate. It is very important to note the volunteer opportunity service is a referral and not a placement service. It would be impossible to vet every interested volunteer for each specific nonprofit with its own requirements. They also must assume that liability should something go awry. This is the responsibility of the nonprofit as they are in direct contact with the volunteers and their clients.



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- (2) How does this program fit in with one or more of the priorities identified by New Trier Township in its strategic plan? Please explain.

The Volunteer Center has nonprofit partners that represent the priorities checked below and they directly support the clients that need their services. We provide program support through our interested volunteers who answer the call.

Please check each priority you feel the program addresses. (Most programs will address only one or two priorities.)

See our website at www.newtriertownship.com for more information.

X Aging in Place

X Low Income Families

X Youth Services

X Persons with Disabilities

X Other Mental and physical health issues, women's issues, the environment, refugees and the arts.

NEED

- (3) Describe the need and demand for this program in the community and justify that it deserves investment of Township funding. You may include both data and examples of individual clients.

The Volunteer Center provides many levels of support to the community to find and participate in opportunities to serve. They provide beneficial volunteer impact with our nonprofits. During this challenging pandemic year and a half, we saw a huge increase in the volume of those seeking volunteer opportunities. The number of forms submitted by those connecting directly with one of our 165 nonprofits rose **from 378 In 2019-20, to 637 requests in just this 2020-2021 fiscal year!** They offered their services to our nonprofits in record numbers again. Our nonprofits are seeking ongoing opportunities that included a variety of needs. For example, some requests include a remote grant writer with Good News Partners, Writing Boot Camp Program volunteers with Beacon Place for youth, a Financial and Sales Manager for a New Mental Health Venture with Faith, Hope and Good Mental Health to a Grant Researcher/Writer with the North Shore Senior Center. We were thrilled to see such an increase in the level of this activity. While we were able to provide interest to our nonprofits with their specific openings, one of our most beneficial services to our nonprofit partners – our best practice trainings had to be put on hold until we could meet in person. This year we will continue to provide safe protocols for indoor gatherings if we are able to offer in person trainings again. If we can't host in person events, our goal is to offer them via zoom. That demand for our nonprofit partners to network in person and gain supportive information is very important. Helping our nonprofits improve their performance enhances the experience for the volunteers. Both entities benefit.

We also were heartened by the massive participation in some of our Community Service Days. In particular, our Make A Difference Day was able to bring in an incredible volume of donations to 15 nonprofits. There was an outpouring of community donors who dropped off over 32,000 goods – up from nearly 26,000 items the year before. This service to our nonprofits and our donors continues to enjoy record numbers. We also saw nearly double the amount families contribute groceries to Good News Partners for our Thanksgiving Share Your Bounty Program.



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Thanks to our strong relationship with Rotary, they were again able to donate 100 bags of groceries and over 185 additional bags were donated by families throughout the North Shore. We generally have a total of 100 bags for this program. While we were not able to hold two of our major in-person Community Service Days – MLK Day of Service and Kids Against Hunger, both of whom bring in over 500 people to volunteer each year. But we were able to adjust and provide opportunities to serve on MLK Day as we joined forces with HEROS – (Healing Everyday Racism in our Schools). We encouraged the community to participate in the MLK Day Legacy Workshop organized by HEROS that discussed ways to address racism in reaction to the unfortunate racial strife and violence that took place during the summer of 2020 and has been persistent in our society. We were able to help bring a couple hundred people to the zoom program. We also offered families the chance to make blankets for the homeless and continue our signature MLK blanket making program. Over 50 blankets were made and we donated them to Knight Ministry, Connections for the Homeless and Refugee One. North Shore Country Day and Misericordia in Evanston participated and delivered 20 of those blankets.

We continue to demonstrate our impact by the partnerships we have established this year for programming from a wide array of organizations. In addition to the strong relationship we have with our local schools, Rotary, HEROS and some Corporate Partners like Martin Associates who worked with us to deliver our first Earth Day project this Spring, the organizers of EMERGE Music Festival reached out to us and several other local nonprofits and offered to support our services in exchange for participation in this community event. We were able to secure three new Corporate Partners and increase the partner level of another existing partner. We were further invited to be a recipient of consulting services through a national College student competition created by the accounting firm Moss Adams called Project Run With It. The program provides analysis and solutions for the recipient nonprofit's goals. But perhaps the most exciting outreach came from England and a Volunteer Center in Chesterfield/Derbyshire. They found us on the internet, liked what they read about our program and asked us to build a relationship with them called a "Twinning". We have linked their seniors to ours and they are providing support to each other across the pond over emails. We share our concerns and help solve each other's issues. Their board and ours have become quite close. It was an honor they selected us to "Twin."

Finally, we are grateful to have successfully recruited six new board members this year! Each of these new members is eager to work with us and help us continue as well as expand our programming. They are each talented and compassionate individuals.

- (4) Are you able to meet the full demand for this service or is there a waiting list? What new or unmet needs do you see in the community or for the clients served in this program?

As mentioned earlier, we were not able to offer our nonprofit trainings last year nor provide the large product deliveries to the dozen or so nonprofits at MLK Day of Service, nor the food delivery collated by 500 community volunteers for Kids Against Hunger. Those were both losses for the clients of those nonprofits.



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We are also working closely to add more functionality to our website. We're pleased overall with the new site that launched in 2019, but it still needs some tweaks. Fortunately, we've secured a new web consultant who will be making beneficial changes. We received PPP support, so some of that funding will help address the improvements.

CAPACITY

- (5) Demonstrate that the program has the vision, personnel, and skills to successfully carry out the program and achieve its goals, objectives and performance measures.

First, as requested, we continue to have the same two staff members – director and communications manager, and we have hired the firm *Paychex* to handle our employee compensation delivery to take the burden off of our new volunteer treasurer board member.

In terms of our stability, since our inception in 1960, The Volunteer Center has been responsive to the needs of the community and adapted as necessary. We reorganized in 1995 when it was obvious the community was looking for service opportunities for their families and their school, faith-based and community groups. We also added nonprofit trainings when it became evident that not all nonprofits were poised to receive volunteers and put them to work efficiently and provide satisfaction to the volunteer. Both staff and the volunteer board work together to address challenges and run programs with enthusiasm.

The director has been in the position since 1994 and has served on national and statewide commissions that address the myriad of service community needs. For nine years – from 2009-2018, the executive director was a member of the non-partisan Serve Illinois Commission that manages the *Americorps* program in the state. As a member of the Commission, for eight of those years she was the statewide chairman for the Governor's Annual Service Awards. While retired from the commission as of June 2018, the connections and education about service and outcomes were significant from that experience. The depth of contacts made has helped the VC stay current with trends in volunteering and the universal needs of the nonprofits. The Director is a member of the Winnetka/Northfield Rotary, which helps the VC promote its activities and seek volunteers and programming ideas. Both staff members are also involved in their faith-based Outreach committees. The VC has been fortunate to have people on its board with management, legal and financial experience, who are adept at encouraging volunteers to participate in our programs from their faith-based, education or other civic groups.

We continue to be proud of our extensive work with multiple programs on such a tight budget with limited staff members.



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SERVICE STATISTICS/DEMOGRAPHICS

(6) Who is being served by this program? Please provide a statistical breakdown of the number of clients served, the total units of service delivered, and costs per unit of service by filling in the chart below. Please state and define your unit of service for this program and why you chose it. To calculate cost per unit of service, divide the total number of units of service into the total budget for the program. (Suggestions for the appropriate unit of service are included in the proposal in the directions. For some programs you may wish to calculate cost per unit of service in more than one manner.)

(6a) Unit of service definition – total compensation of staff hours

(6b) SERVICE STATISTICS – Please indicate fiscal year dates for each column

PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN	Prior Year 2020-21	Present Year 2021-22	Proposed Year 2022-23
Number of persons served (unduplicated count)	18,500	19,000	20,000
Number of units of service	2034	2034	2034
Cost per unit of service	40	40.10	41.10

(7) What are the demographics of New Trier clients served in the prior year? (breakdown by community).

16,650

(8) Total from New Trier Township (unduplicated).

16,650

(9) New Trier Township clients are what % of total?

90



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(10) Units of Service to New Trier clients.

1830

(11) Units of Service to NTT clients are what % of total

90

(12) New Trier clients age breakdown

60% adults, 40% youth

OUTCOMES/EVALUATION

(13) What outcomes did you achieve for your clients in the prior year? Results should be client-outcome based, specify a target level of achievement, the measurement tool that was used, the rationale for setting the target at a certain level, and a timeframe for accomplishment. Detail any changes made in the program as a result of these outcome results.

1. We added three new Premier Corporate Sponsors – Warner Institute, Moss Adams and PC Experiences. One of our Corporate Sponsors, Levenfeld Pearlstein doubled its level of support (from Gold Level to Platinum).

2. We achieved a previously elusive outcome by adding six new board members, one of whom is our new treasurer.

(14) What results are you committed to achieving in the present year? (If outcomes are the same as above, simply state that we hope to improve upon the past year's results)

1. Add two more Premier Partners
2. Host 2-3 trainings for our nonprofits.

(15) Are there any other program effectiveness/evaluation measures you think are important, such as customer/client satisfaction surveys, quality of service measures, or other indicators? Please describe.

The Volunteer Center evaluates its programming by participation levels at our Service Days and the number of nonprofits who are our partners and how many potential volunteers connect with them. We also assess how many individuals and nonprofits participate in our Days of Service and use our website. We have an automatic response/survey form sent to any



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who request volunteer work with a nonprofit. Automatic inquiries are sent two weeks to the potential volunteers to determine if they heard from the nonprofit or not. The automatic inquiries provide valuable feedback to us when they actually complete it and notify us. We also gauge how many supporters are opening our broadcast emails and the correlation between those and the visitors to our website.

The difficulty in measuring if a placement was made, is that they don't always respond to the automatic inquiry, and that's not just the volunteers, it is also the nonprofits. This is an imperfect analysis, because the volunteers more often directly contact the nonprofit and bypass the "Contact this nonprofit" form on the nonprofit's profile page on our website, so they don't pay attention to us as the source. Thus, the nonprofit doesn't realize they heard about the opening through us. I will frequently hear from nonprofit directors they received a fantastic volunteer from us many months later. This is the universal frustration to Volunteer Centers because we must operate as referral services. We also value our donors and their loyalty as contributors and their level of support year to year.

CHANGES/CHALLENGES

- (16) What changes or challenges (legal, socio-economic, demographic, financial, political or other) did the agency, program, and clients face in the prior year? How did you respond? What challenges or changes do you anticipate in the present year? (If changes/challenges were the same for all programs, do not repeat).

COVID-19 was responsible for keeping us from hosting in-person trainings, which also meant a loss of income in addition to providing best practice suggestions to our nonprofits. We also had hoped to hold another fundraising event, but we had to cancel it with the restrictions and the lack of venue resources. We were also frustrated that we couldn't refer volunteer support to our nonprofits as they could not be in person. Board meetings were difficult as zoom was the format. We were thankful to have that ability however, or we would not have been able to connect. We also were thankful for Zoom as it provided the means to hold our annual Recognition Event that doubles as a Fundraiser. It was a huge success.

This year we hope to offer the trainings and host a fundraiser that brings us all together.



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RECOMMENDATION RESPONSES

- (17) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received in June).

We were once again asked to consider putting more financial pressure on our board members to increase their level of donations and help devise new fundraising efforts to help solve our budget shortfalls. This confused us as we explained last year, this is an untenable solution as our board members are already stretching and generously donating as much as they can as well as supporting our fundraising activities by donating items for our benefit. There was also some confusion from a line item in our budget that said "board dues". The suggestion was made to us to increase the board dues. The \$25 per member dues are not dues that are meant to be fundraising dues. They are simply board administration dues that cover notebooks, office materials and our final luncheon and occasional commemorative donations to board member's close family members who have passed away. We have since changed that account designation to include the word "administration". We don't feel it appropriate to use contributions from our donors to fund our board management. The board is very involved in helping us identify new sources of income and we will be ramping up corporate solicitation this year with their help.

We also wanted to give you more specifics about the level of financial contribution from our members, so we did a careful analysis to define the collective contribution of not only our current board members but the loyal support we still enjoy from past board members. Please note, not only do the board members make their own contributions, but they also send requests to their family and friends to contribute to us as well. Furthermore, some of our board members are fortunate to have their businesses, or family foundations become corporate sponsors and generous benefactors of our work.

The following is the level of financial support we receive from our members:

Personal donations from 15 board members total \$10,662 – for an average of \$710 per board member. In addition to their individual contributions, they raise an additional \$9,993.80 through their family and friends they send our annual appeal. Past board members also contribute \$4,222.

We are fortunate to have such benevolent and active board members.



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RESOURCES/BUDGET

- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources, inputs, and/or community partners that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

We are able to make a very large impact with a small staff and a small budget. We utilize our volunteers and our tight fiscal management to achieve our programming and virtual clearinghouse for volunteer opportunities as well as our Days of Service. We also are very adept at getting pro-bono and reduced rates for our programs by arranging for donated spaces in exchange for partnerships, publicity and bringing our many nonprofit partners to their sites. We also receive nonprofit rates in printing and have a no-fee policy for our trainees and speakers because of their potential to receive paid clients from our attendees.

The VC is fortunate to be graciously provided free office space by the Winnetka Public Schools as they were the founders of this organization and they are helping ensure its longevity. However, we unfortunately have had to cut professional development experiences for staff and attendance at regional conferences.

We are proud to list New Trier Township as one of our grantors and place the seal on our website, our banners and our stationery. Thank you for your support. As one of many smaller nonprofits you help, it goes without saying every dollar matters to us.

Without your help, we would have to face severe cuts in programs. We are an organization that helps other nonprofits keep their budgets low by utilizing skilled and compassionate volunteers.

The Volunteer Center remains grateful for all you do for so many nonprofits and look forward to continuing to support the pantry with our drives and referrals to others. Our 165 nonprofits, our hundreds of schools, faith-based organizations and thousands of individuals thank you as well!

- (19) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for.

N/A, but we thank the township very much for its longstanding support.