



VISTA
Volunteers In Service To America

Sustainability Binder 2014-2015

By Katherine Cox



A Year in a Snapshot

This just gives a brief summary month by month what my timeline looked like, what projects I was working on, the structure of my day, etc. In more detailed notes month by month, I also included some things I struggled with, and what advice I would offer based on my experience.

August 29- First day of Service:

- *Getting to know the main office and shelter
- *Meeting staff and partners
- *Observing

September:

- *Spending time @PBP 10-6pm- familiarizing myself with rules/protocol/etc.
- *Getting to know staff
- *Familiarizing with current technology & tracking tools
- *Compiling media and faith/community contacts
- *Looking into donations of coffee and pastries
- *Observing volunteer trainings
- *Attending training webinars
- *Attending SSVC meetings
- *Day of Caring breakfast and event

October:

- *Splitting my time between PBP/FSC
- *Attending Relationship Committees, learning about fundraising
- *Assisting with raffle baskets for fall breakfast fundraiser
- *Reach Out at the Well event
- *Taking lead w/supervision on training volunteers, managing schedule, recruiting
- *Soliciting donations for Harvest Party
- *Taking Volunteer Mobilization Course online
- *Started Holiday Adoption Program
- *Started Harlequin Partnership
- In personal life: birthday, goal setting

November:

- *Splitting my time between PBP/FSC
- *Attending Relationship Committees, learning about fundraising
- *Leading new volunteer trainings, managing schedule, recruiting
- *Assisting with Cold Weather services; securing REI donation, inquiring with hotels & taxi co.
- *Recruiting at Intern fair at Evergreen
- *Fully responsible for Monday update emails
- *Holiday Program in full-swing
- *Involved with Homeless Point-in-Time Census

December:

- *Primary: holiday adoption & help portrait
- *Staff holiday party
- *Board of Directors Happy Hour
- *Leading trainings, managing schedule, recruiting volunteers

January:

- *MLK Day of Service
 - *Homeless Census, fiscal sponsor
 - *checking in with Oly Co-op donation; paperwork mix up
 - *5K sponsors
 - *Confirmed Harlequin Partnership
 - *Volunteer Database research
 - *new volunteer trainings (always)
- Personal: Move to new place

February:

- *Leader Corps Training
 - *New partnership with Rotary
 - *Taking on new interns
 - *Volunteer Survey
 - *Tool donation ace hardware
 - *5K sponsors
 - *Looking at playground grants
 - *New volunteer trainings
 - *Volgistics database building/testing
- Personal: Moved to new place

March:

- *Volunteer Meet n Greet w/survey feedback
 - *Rotary Partnership in full swing
 - *community drive
 - *First Monthly birthday- Miss Moffett/Rotary
 - *Donation Arrangements
 - *5K/Comedy Sponsors
 - *\$50K Donor Match fundraiser- go fund me
 - *Americorps week
 - *Grant Writing/Resource Development course
 - *New volunteer trainings
 - *Volgistics database building/testing
- Personal: job interviewing
- Personal: Moved to new place, took vacation

April:

- *National Volunteer Week
 - *Sand in the City application
 - *5K/Comedy sponsors and planning
 - *Started planning PBP Anniversary/Volunteer appreciation event
 - *Grant Writing/Resource Development course
 - *Community summit/families matter
 - *Take Back the Night JBLM- DV
 - *Compiling list of potential grants
 - *New volunteer training
 - *Volgistics volunteer database building/customization
- Personal: job interviewing

May: *end of month; fire!

- *Grant Writers Funder Forum/grant speed date (table host)
 - *Organizing DRC training for June
 - *planning PBP Anniversary/Volunteer appreciation
 - *Grant Writing/Resource Development course completed
 - *End of service training- mandatory
 - *5K/Comedy sponsors and planning
 - *5K Mother's Day Run!
 - *Volgistics being slowly integrated
 - *New volunteer trainings
 - *VISTA application for new member- DUE
- Personal: job interviewing...secured new job!

June: (End of Fiscal Year)

- *planning PBP Anniversary/Volunteer appreciation
- *Pear Blossom Anniversary: June 27th
- *Volgistics fully implemented--solely operating on new system!
- *Farewell interns...watch out!!
- *Comedy Night Fundraiser!
- *Recruiting for new VISTA
- *Volunteer Summit
- *New Volunteer trainings- now at FSC
- *New relationship with Olympia Library
- *Starting on Sustainability binder

July: (Start of New Fiscal Year)

- *Mass cleaning party
- *reaching out to faith communities for speaking events
- *HUMI-donor match fundraising schemes
- *New volunteer training/retention/recruitment at FSC
- *Fine tuning Volgistics
- *VISTA recruitment
- *Sustainability binder
- *Check in with VISTA Leader

August:

- *Working on Sustainability Binder & Training Binder
- *Last Volunteer Trainings
- *Eat Wings & Raise Funds for Families/HUMI
- *Harlequin Performance
- *Training new VISTA

Month-by-Month, Detailed Version

August 29- Official Start Date

- *Introduced to staff, partners, and was given a review with different programs. I spent some time both at the main office and Pear Blossom Place getting to know the ins-and-outs, understanding the needs, and observing.

September 2014

I spent most of my time at Pear Blossom Place between 10am-6pm; I was getting to know staff and spending sometime getting to know the greeters. I got set up with an email address, a phone extension, business cards, etc. I started compiling media contacts, churches and recruiting contacts or sites where I could post recruitment flyers. I attended online webinars about managing and recruiting volunteers. I familiarized myself with the shelter policies, manuals, protocol, etc.

I also attended the mandatory Darkness to Light Training at St. Pete's Hospital, focusing on preventing sexual assault and abuse of children. A tip: be sure you check in with them about their upcoming dates for the 2016 year! Your next two trainings to let volunteers know about are Sept 17th and Nov. 19th; you can touch base with Lora at Lorra.Bradford@providence.org. After completing the training, folks are provided with a certificate that they need to turn into you, which you attach to their volunteer agreements packet.

I observed my supervisor leading the new volunteer trainings and assisting when I could. I was pretty afraid to speak in front of people!!!

Events included Day of Caring, Volunteer Recruitment fairs, training webinars, etc. During your term; there will be an orientation breakfast on Sept. 10th at the Olympia Center that a representative must attend, and Day of Caring is September 25 from 10-2pm between both Pear Blossom and the main office, called "Beautifying Day" where volunteers will come do deep cleaning, donation room organizing, window washing, weeding/gardening, etc.

I was asking my supervisor all kinds of questions, all the time; I had never worked with excel, google calendar, spreadsheets, etc. and struggled with the tools and technology.

I started attending South Sound Volunteer Coordinator meetings every third Wednesday of the month, which I highly recommend doing! There are on-going training and speaking opportunities for volunteer coordinators to share resources and learn from each other.

I also spent some time looking into sustaining on-going coffee/pastry donations from both local and corporate coffee shops, and talked to other staff about what kinds of donations they need. I was also looking into grant opportunities.

In my personal life: my car kept breaking down, and I had to have it towed at least twice. I went through 4 different alternators before I found one that worked. It finally broke down for good in October, and I had to let it go; I couldn't afford to continue trying to fix it.

Looking back: I wish I would have slowed down a little with work; I didn't know what I was doing, and was very unsuccessful in securing the donations. I also would have spent time looking into places that might be able to donate a nice Christmas/Thanksgiving meal; FYI you want to request that early! Many ask that you put in a request with at least 6 weeks advanced notice! Also, I would have spent more time researching how to find eligible grants for us...I was absolutely clueless! I didn't find out how to even research eligible grants until April! **A Tip:** Read through the provided examples and tips in the "Grants & Resource Development" section of this binder; I have given you the tools you need to get a good running start! Also, be sure you review my tracking notes with grants/deadlines; there might be a handful that have a fall docket that your site could apply for.

October 2014

I started splitting my time between PBP and FSC; on M/Tues/Th/F I was at PBP from 10am-6pm and on Wednesdays I came to the main office from 8:30-5pm.

On Wednesdays from 11:45am-12:45pm there would be relationship committee, which would focus on fundraising and upcoming events. During this time I was helping to prepare for the breakfast fundraiser at Indian Summer Golf Course through table captain recruitment and getting items for the raffle baskets.

Every other Wednesday we would have a staff meeting, and every third Wednesday I would attend the South Sound Volunteer Coordinator meetings—those are essential for you to attend! You can connect with other coordinators, share resources and ideas, get free training, etc.

Very early in the month I started working on the draft for the **Harlequin Partnership Application**, intended for volunteer appreciation.

I was asked to help get donations of decorations, snacks and pumpkins for the Harvest Party. The Schilter Family Farm donated 25 pumpkins to the kids at our shelter, which I was very proud of!

I started doing the VISTA Blend online training course for Volunteer Management, learning how to recruit, retain and appreciate volunteers.

I was co-leading some of the volunteer trainings alongside my supervisor and responding to inquiries via phone or email, and looking for new recruitment methods and spots. I was also observing her weekly Monday updates that go out to all of the volunteers summarizing the latest at shelter, addressing any emerging concerns, and updating news about changed policies.

I was also assigned the lead on coordinating the **Adopt a Family holiday project**—that's a WHOLE different section in the binder...it was one of the hardest projects I've ever "organized" but I am the most proud of it, and you'll learn why later. A tip: take a look at the adoption form in the "Holiday Program" section of your binder, and based on feedback from donors, I would recommend suggesting a couple of new features; a section to indicate whether or not families have a preference for having gifts wrapped, and if they would include the nearest grocery store they prefer to shop at.

I also started looking for donations of sleeping mats/pads/sleeping bags etc. for our **Cold Weather Services**, and I sought help from local hotels and cabs that would be willing to negotiate reduced rates or permit special circumstances for families in need of shelter space or safety, if they were fleeing domestic violence.

Looking back: I was really overwhelmed and completely unorganized, and I really struggled to stay on top of everything. At times it felt like too much, and it was hard to not taking things personally when I would be critiqued for my short comings or areas in need of improvement. My supervisor was really coaching me on tips for prioritizing tasks; making lists, setting goals for what I could get done in a day, keeping a notebook handy at all times, etc. A Tip: There is a really good on-demand webinar about time management on VISTA Campus I would highly recommend watching to help give you some tips: <http://www.vistacampus.gov/resources/time-management>

Also, I would have flexed my schedule during the week and gone into the potential hotels to meet with the managers on weekends regarding the special relationship FSC was looking for, I completely failed there; so many unreturned phone calls, missed opportunities and barriers that I wasn't expecting! Call first, make an appointment for the weekend, then go meet in person. I'm willing to bet you'll have way more success! It's hard to get the gist of your cause over the phone—folks are busy, you are just another caller to them otherwise.

Also, this might sound basic, but the truth is sleep and a proper break will go a long way in maintaining your own sustainability! I would work around the clock and while I was eating most of the time, and I would even take the computer home to work even more—I put a lot of pressure on myself to be perfect, and then I would become so exhausted and stressed out that I would make tons of mistakes and feel even worse, like I was letting my organization down...

You can only be where you are at. It's okay to ask for help. It's okay to take a break, have a lunch, get a good night's rest.

November 2014

I was still assisting folks with the adapted training for Cold Weather Services. My Story of Service was featured for the highlight of the first quarter as a success story, having secured a wonderful connection to REI for our Cold Weather Services...DO NOT LET THAT BALL DROP!

I was writing the Monday Volunteer Updates regularly; sometimes I would still ask Natalie to check the way I was phrasing things to ensure it made sense and communicated expectations in a friendly, generalized way.

Around this there is usually an intern fair in preparation for winter quarter at Evergreen; I attended that, helping to recruit new talented interns.

The Holiday Adoption program was also in full-swing. Staff were meeting with families and gathering their wish lists. Once completed they were sent to me, and logged them into the organizing system I created to track the progress of their application.

I was attending Coordinated Entry meetings learning how I can support our volunteers' understanding of how to implement this "no-wrong-door" best practice model between partners Side Walk and Community Youth Services. Review the "FSC 101 & Coordinated Entry" section of your binder for more info.

Attending the Homeless Task Force meeting, I decided to take on participating in the Homeless Point-in-Time Census for 2015. I became better acquainted with one of our major community partners, Anna Schlecht.

Through-out the month I continued attending webinars and trainings on how to manage and recruit volunteers and special events/opportunities positions that would enrich the lives of families at Pear Blossom.

In my personal life, I was very excited to start a new relationship! It had been close to a year since I had a boyfriend, and was very excited that the person I was interested in felt strongly enough about me that he decided to come spend Thanksgiving with me; it was then that we decided we wanted to only be with each other. I had promised I wouldn't get into another long distance relationship, but love finds when you least expect it!

Looking back: Anytime a Holiday Adoption Form comes back to you and it's not correctly filled out or it's missing contact blanks (a Case Manager, a contact for the family, the name, etc...) RETURN IT IMMEDIATELY and have them complete it! I was scrambling trying to be in touch with families who had disconnected numbers or had moved, was putting calls out to case managers trying to get more info on families that had incomplete forms, etc. Learn from this, and you will have a much easier time keeping your data organized, coordinating between families and donors! And, enjoy those bits of unexpected fun and love; notice the flowing tears and grateful hugs when they see their mountain of generous gifts! Review "Holiday Program" section for examples.

December 2014

The Adopt-a-Family was wrapping up with its grand conclusion, and it completely consumed my time aside from coordinating the volunteer schedule for shelter...I didn't expect so many families to be coming in last minute looking for holiday help; I literally got calls up to Dec. 22nd!

I also got a lot of frustrating calls from donors, asking the most bizarre questions: "Are you sure that's a girl? Because they asked for a lot of boy toys..." was one of them. Since some of the forms weren't filled out correctly, there were questions like "What is the pant size for the 7 year old boy?" or "Do the parents need anything?" or "Could we get the family a nice holiday ham or turkey?" Try your best to be patient! Get the info if you can...I hate to say this, but go ahead and lie if you have too: "Yes, I can confirm that's a size 6!" or "Yes, that child is a female, they just like boy toys." It will save you some time and headache!

We coordinated over 72 family adoptions distributed between over 40 generous donors. Our Executive Director and Program Director even took off their high-heels and helped drag heavy loads of presents down the hall for families who had arrived to pick up their gifts, amazed and blown away by the piles, many holding each other and crying with gratitude.

It was one of the most difficult projects I've ever taken on...but the reward of seeing how much it meant to the families made the experience completely worth it. I have two stories about Christmas miracles I want to share:

Story 1: There was a mother with two sons staying at Pear Blossom Place. They were adopted by Providence St. Pete's Hospital. I got to sit and watch Mom open card after card, filled with gift certificates for groceries, gas stations, clothing stores, toy stores and more. With each one, tears were rolling down her face—she wasn't expecting anything like this. Her sons were playing happily with their new toys and they were wearing their brand new winter coats. She said this was the best Christmas they've had in 3 years, and she was so incredibly grateful. And to top it off, our case manager Lori Christmas pulled me aside and whispered to me that they just got a housing coupon for her...at the start of the new year, this family got to walk into a new home, with everything they needed for a fresh start!

Story 2: There was a family who applied for holiday help last minute— we'll call them Family #70. She was staying at SafePlace's DV shelter, but still worked with one of our case managers. She asked about holiday help the last Monday before Christmas; I had said no guarantees, but we'll see what we can do. That same day I had reached out to a volunteer for coverage as a greeter at shelter; she wasn't able to volunteer at that time, but mentioned she was interested in donating to us. It was a perfect opportunity for me to pitch our Holiday Program, and I mentioned the story of Family #70 along with another family that hadn't been adopted yet. This volunteer dropped by with two \$500 gift cards— we awarded one of each to the remaining families. The mother of Family #70 came in with her case worker, and I handed her the \$500 gift card. She looked up at

the ceiling and just started crying, and looked like she was about to faint. Then when she stepped outside, she started laughing and crying at the same time...she appeared to be in blissful shock.

I will never forget these moments; moments when I got to experience the reward of knowing that I helped others, and that I may have changed their lives for the better through little Christmas miracles.

Looking back: I struggled with asking for help! Don't be afraid to ask others—"Can you contact the mother of this family and ask if she wants anything for Christmas?" or "Can you make a copy of this for me?" You can delegate—I encourage it! Ask for feedback from your supervisor if you're not particularly strong with organizing.

Also, know when enough is enough...take a break, drink some cocoa, and make time for Christmas with your own family/friends. I recommend taking the day off after Christmas as well; you have worked hard, reward yourself!

January 2015

I participated on Martin Luther King Jr. Day of Service at GRuB, and I was asked to give a presentation on how you can use food holistically; for self-care, for facials, for remedies. It was nice getting out of the office and doing some hard labor outside!

I helped out with the Homeless Point-in-Time Census 2015 by organizing clothing donations, recruiting volunteers, and coordinated our site's agreement to do the fiscal sponsorship; essentially they used our tax ID number to solicit donations of hygiene products and commodities. I also was a night walker with other volunteers, where we went to the streets and interviewed homeless people about the circumstances of their homelessness. It was amazing to me how almost every homeless male I talked to was a survivor of domestic violence; it made me check my assumptions, and realized that single homeless men were one of the most prominent, underserved populations.

There was a miscommunication between the new Olympia Food Co-op donation that was frustrating; we were offered \$100 towards our Harvest Party, which never got used...I assumed that it would carry over to January, but in fact it went away, and was no longer available to us. I worked with our contact Grace to secure a \$20/monthly donation on a gift card towards snacks for appreciating the volunteers. A Tip: Grace is the coordinator for the donations and is extremely busy, but email is the best way to get in touch with her! Be sure you review "Donations" section, where you can review my correspondence with her. The way we communicate with our partners and donors is essential to the overall impression you are giving to the agency!

I was helping to secure sponsorships and in-kind donations for the Mother's Day 5K Run, scheduled for May 10th. I was helping to track who we spoke to, our contacts, etc.

Schelli confirmed that we were the recipient of the Harlequin Partnership, where we received 150 tickets for the Dress Rehearsal of "To Kill a Mockingbird" in August. We intended to use the tickets as a raffle item at fundraisers, and for volunteer appreciation events.

I resumed my research in identifying a Volunteer Database that would be more suitable to the needs of the agency—one of my main priorities, despite my lack of experience and talent for working with technology. I sat down with my supervisor, clarifying the needs and what I should be looking for, such as: the ability for volunteers to schedule themselves, being able to separate the shelter website from the volunteer management piece, creating an online application option, being able to delete someone from schedule without deleting the entirety of the calendar, per my constant mishaps with the dreaded Google Calendar.

I was continuously leading new volunteer trainings solo, with on-going recruitment and retention. At this time we had significantly more volunteers and they were practically fighting for shifts! A Tip: if a new volunteer wants to try hosting or greeting and there are already two regulars volunteering that day, it's totally okay to ask one of them to take a break for the night! Most of them really appreciate it, and I've been told by several volunteers they feel it's unnecessary to have a third greeter or host!

In my personal life, I had just moved into a new place at the end of the month. I was extremely unhappy with my living situation from October and forward, and got to the point where I had enough. I was also very quiet and withdrawn from everyone. I was tired all the time, and had unintentionally lost about 15lbs. I started going to free counseling through a private referral. However, my relationship with Jimmy was going well; I was surprised and honored that he stuck by me even in my grumpy moments. We did google chat hangouts every Sunday night, and it helped to have someone outside the situation just be there to listen and be supportive...a rich support network is key!

Looking back: I would have tried to "fake it to make it" more often- tried to be happier and more positive, even though I wasn't feeling that way. I don't feel my co-workers got the best impression of who I was; grumpy, withdrawn, stressed...but I know now that I have control over that! This is when self-care is essential. Get yourself a face mask or a nice smelling lotion; spend time with friends or family; spend time with your faith community if you're religious; get yourself some flowers; go for a run; get a haircut...whatever makes you happy and recharged, do it! You are the only one with the power to change your outlook on life!

February 2015

My most favorite training I went to was Leader Corps Training in DuPont; over 50 people serving as VISTAS through-out Washington State were selected to attend this special group training where you get to learn about your own leadership style, communication strengths, and gain new perspective on how to work with other personality types. I found out I was "South" which values relationship building, concern for the well-being of others, highly empathetic and supportive, team-oriented, etc...I included a shortened version of the Leadership Compass Assessment if you are interested in learning more about yourself!

I started nourishing our new partnership with the West Olympia Rotary Club; they were instrumental in the success of Pear Blossom Place coming together in the first place, and they decided they wanted to get involved with volunteering through enrichment activities such as reading circles, art projects, and monthly birthday parties at shelter.

We were at capacity with taking on new interns; Natalie was already supervising 13, plus me! I was tasked with taking on new interns recruited through Evergreen State College, sponsoring their contracts through their involvement at PBP for college credit.

February marked 6 months of the shelter being open, so we did a check-in through a survey monkey Volunteer Survey; what was going well? What's working, what's not? I got answers all over the map, and a few anonymous rants that I had to try my best not to take personally.

Early on in my service term, our shelter manager Mindy had asked me to help secure a tool donation so we can have funds for general maintenance at shelter. Finally in February AFTER tax season, I worked with our local Ace Hardware store and received a selection of tool donations.

I was continuing to meet with the relationship committee and help to secure sponsorships and in-kind donations for the Mother's Day 5K Run. A tip: Schelli really wanted Luna Bars donated towards the goodie bags for the 5K Run, and we missed the 90-day advance donation request period last year. I highly recommend you apply at

this time to increase your chances of securing the donation, or possibly even a sponsorship—that would make her really happy! <http://www.clifbar.com/events/sponsor>

Also, we started planning an upcoming Comedy Night fundraiser; one of our former shelter guests worked at Lucky Eagle Casino, and through her connections, she was able to arrange the possibility for a fundraiser with the venue and food paid for!

I was researching playground grants; one of the new goals is to have a playground at Pear Blossom.

I was continuing to recruit, train and coordinate new volunteers. By this time, I felt very comfortable with the material, and hardly relied on my notes. My nerves with public speaking no longer affected me.

I started experimenting with new volunteer management software called Volgistics and I signed up for a 30 day trial while I continued to compare features and accessibility with other database options. My theory was that if I find it user friendly, others will most likely experience the same.

There was a lot going on in my personal life: I found out the new place I had just moved into was actually not safe, and was not properly approved by the landlord, so I was threat with eviction. At the end of the month, I ended up moving again, this time with one my co-workers for a temporary month stay. I was continuing to see my counselor every Wednesday, now having to get up as early as 5:30am to catch the bus. I also started volunteering at Olympia Free Clinic in preparation for applying for National Health Corps for my second term of service; when looking at sites in the health fields—which is what I'm truly passionate about—I noticed there was a Health Corps located in Jacksonville, Florida where my partner was located! It felt perfect, and I knew that was a goal I wanted to work towards.

Looking back: I felt that I was performing well at work despite my personal chaos. My counseling really helped my process the reality of my situation, and I feel I am much better able to discern safety as well as what my own personal boundaries are. I have always been a people pleaser, and have always put others before myself; I understood at much deeper level that I could not allow others to jeopardize my safety, or guilt me into accepting situations that violated my boundaries. I mark this period in my life as a sign of my own building of resilience; even as I write about it now, I don't think I gave myself enough credit for how brave and strong I was being. It's important to reflect on your own growth- appreciate all that you have accomplished!

Also, December and February are the best times to inquire about donations; at the end of the business fiscal year and at the start of the new fiscal year (after Tax Season!) That was another big lesson that I learned the hard way!

March 2015

Following the results from the survey, I invited Volunteers to come join me for a Meet n Greet at Pear Blossom, with snacks donated from the Olympia Food Co-op and Lattin's Cider Mill. Although the attendance was very low, I learned a lot about how I can better support our volunteers with better training and updated policies/protocol to address challenges with families, mostly around conflict mediation and resolution.

The Rotary Partnership "Initiative" was in full swing; members of Rotary planned to come every Monday and Thursday from 6-8pm to read, craft, bake and interact with families. Unfortunately many of volunteers were disappointed that their events weren't highly attended; we tried publicizing with flyers, telling families in person as they were signing in/out, etc...we weren't sure what to expect, as families had other priorities they were considering; job or apartment hunting, getting groceries or visiting the food bank, attending court dates,

job interviews...or, some folks just didn't want to participate! I felt torn and wasn't sure how to support volunteers.

It was also the first monthly birthday celebration at shelter; all of the children with March birthdays were invited to celebrate with the talented Rachel Young from **Miss Moffett's Mystical Cupcakes**, and Bruce Sanders from **West Olympia Rotary Club**. Amanda Dingee took on the leadership of it. I wasn't able to attend, but I hear it went extremely well.

Through-out the month I was working on donation arrangements, whether it was a big donation drive or if I was inquiring about donations of in-kind products/raffle items/gift cards for our upcoming fundraisers.

We were offered a unique opportunity for a \$50K Donor Match fundraiser, and I was asked to investigate programs such as **GoFundMe** and **CrowdRise**.

AmeriCorps week was March 9-13. I don't recall doing anything out of the ordinary; I was good about wearing gear and sharing "stories of service" with others.

I started taking the **Grant Writing/Resource Development course on VISTA Blend**; I highly recommend it! It was frustrating that grant writing/research was on my VAD, yet I had NO CLUE how to do that...this really breaks it down for you, gives you helpful pointers, and I actually got the opportunity (later in April) to write a Letter of Interest while I was learning how to do it with my homework! That's what I love about the AmeriCorps program; you learn while you're serving in a meaningful context.

Always; recruiting, training and scheduling volunteers. I would meet bi-weekly with interns based on their scheduling needs and ask about how things were going. One of my interns decided to serve elsewhere; it wasn't a good fit for him. The other one stayed and was a great addition to our team.

I got approved to start building the **Volgistics** database for our site, with the intention to go live by the end of May. I started entering data into the system, learning how to make online volunteer applications, learning how to create the calendar with available slots, etc. while continuing to test it.

In my personal life: I moved to **Bread and Roses** at the end of March, and there I committed to stay until the end of August. Formerly a shelter, it was now an intentional community for people who care about serving the community—particularly the poor and marginalized; "To Put Love Where Love Is Not."

During this time I was also started to get calls/emails about interviews with HealthCorps; by the end of the month I knew I was in the running to get a spot with a site, and I was very excited!

I also took a vacation and visited my partner. I got to see what life was like in Jacksonville and spend time with my love...I didn't answer my phone, I didn't check my email and I didn't have a care in the world! I was so happy! And for a week after that, he came to Washington and visited me. Again it was nice to unplug and just enjoy living.

Looking back: Make sure you understand how your timesheet works! I thought I had to make up for the hours I went on vacation, and I ended up working myself to death. VISTA gives those 10 personal days and 10 sick days as a gift- use them or lose them!

April 2015

National Volunteer Week was April 12-18; I made sure there were snacks each night, we did shout-outs on Facebook, we had fresh flowers around the shelter, and we featured two Volunteer Spotlight pieces. Normally

I just do one spotlight piece per month, which is a brief summary about the person, their back story, why do they feel called to help families, and I take their picture. It's a great way to show how much we appreciate the hard work they're doing, for you to connect and learn more about them as a person.

Around this time we were asked if we wanted to apply to participate with Sand in the City. Every year there's a project with birdhouses that our volunteers will lead. Make sure you get the application in early!

I continued to help with planning the 5K Run and Comedy sponsors, assigned to get donations for raffle baskets and for goodie bags.

At this time, my other AmeriCorps comrade Carson Spaulding and I started planning the first anniversary of PBP Anniversary with Volunteer Appreciation. We had a grand plan for having a bouncy house, face painting, getting catering service, a live band, etc...and I was trying to think of a way to appreciate volunteers.

I continued to implement what I was learning from my Grant Writing/Resource Development course, and begun compiling a list of potential grants we might be eligible for.

I presented at the South Sound Volunteer Coordinators meeting about leveraging new partnerships and working on in-kind donations. I was extremely nervous speaking, but had a very kind audience. Everyone seemed to like my interactive activities where I got people to find ways to partner, and when we practiced making an ask for money, services or in-kind donations.

I attended and tabled at the Junior League Community Summit for their theme "families matter" with Amanda. We spent some time doing prep work for a craft with the kids making popsicle stick magnets and picture frames.

I went to my very first "Take Back the Night" at Joint Base Lewis-McChord; this is specifically about advocating for survivors of domestic violence. It was actually very meaningful to me to attend; I used to work with soldiers and veterans when I was an intern at Evergreen, and I knew that DV was painfully common among this population. It was nice to see such a presence on base, done in such a respectful way.

Volgistics was coming along very well. I was continuing to build and test, build and test, plugging away and getting used to it, preparing a training so I could teach other volunteers how to use the portal feature which would allow them to self-schedule.

I was still continuing to apply for HealthCorps positions and interviewing periodically through-out the month. I didn't get the first choice I wanted, and was a little bummed.

Looking back: This is actually when I felt really confident in my job. I felt like I knew what I was doing; like I was on the upswing of the learning curve, finally! I flexed my time so I wouldn't have such long days on nights that I had to go to events or lead trainings, and it made a HUGE difference in my personal sustainability. I had a better attitude. I was able to rest at night. I had a safe place to sleep. Life wasn't perfect, but I was content.

May 2015

Natalie and I attended the Grant Writers Funder Forum, which was like "speed dating for grant funders." We got to meet with various grant funders and get insider tips for learning how to access funding; they tell you things that you wouldn't normally read on their website, giving you an advantage when applying for specific grants. We were also table hosts for Wal-Mart. Overall we thought the experience gave us a nice advantage, and found it to be very useful. For example, I never would have guessed that you have a better chance of

getting sponsorship and grant funding from U.S. Bank if you have a representative on your board of directors!
(See additional notes in my Official Tracking, under tab "PSGA Notes")

We asked the Dispute Resolution Center to come do a customized training for our volunteers and staff in June. We also invited 1-2 participants from partnering agencies such as Side Walk, Out of the Woods and Community Youth Services to attend. We provided snacks from the Oly Food Co-op donation. They definitely gave us some great information, and will further the enrichment of our training resources; check your Training Binder for notes and worksheets!

Carson and I continued planning the PBP Anniversary/Volunteer appreciation event. We had a meeting with Patty/Natalie discussing what needed to happen, what we wanted, what was possible. Carson tackled designing the invitation while I designed the program; See the "Events" section of your binder for examples of taking feedback and adjusting accordingly. It's a frustrating process, but it is to be expected when serving here, and your response/attitude to it is crucial to your learning.

I had completed my Grant Writing/Resource Development course and graduated with an 84%; due to all of the moving and lack of internet during the evenings, it affected my ability to get work done on time. A tip: if you take these courses, you can ask for extensions on getting homework in as long as you ask at least 2 days in advance, so as not to disrespect your trainer.

I attended my mandatory End of Service training for VISTA at the Tyee Event Center in Tumwater. It was great to listen to speakers about various subjects regarding resume building, job search tools, panelists of previous VISTAs and to just eat food and relax. Plus, it helped me feel better about my transition out of AmeriCorps—I was starting to really feel the itch! *Hopefully you will have more opportunities to get together with other VISTAs; that comradery and friendship building will carry beyond your service!

After months of planning, the Mother's Day 5K Run was here! We raised over \$9000 and had almost 200 participants!! Most of it was covered with sponsorships, and I'm most proud of my secured in-kind donation of chapsticks for our goodie bags from Alaffia; a local fair-trade cosmetic company. I also participated in the run alongside my family and we had a great time! It was surreal to see all of that hard work and planning pay off at the end of a fun day, and they saved the date for next year.

Meanwhile, I continued to secure in-kind donations, gift certificates, and a Seahawks football lazer signed by Russell Wilson for our raffle basket items at Comedy Night.

The following weekend, we had a gas fire in the upstairs apartment of Pear Blossom Place. Luckily everyone was safe; I wasn't there, but I heard staff/interns/volunteers were amazing! Following a disaster, I highly recommend reviewing fire safety with volunteers; I would swing by shelter at night before heading home and checking to make sure everyone knew where the emergency exits were, first aid kits, fire extinguisher, etc. This is also made my volunteer training really tough; the community room upstairs was no longer accessible, so I started leading my trainings down at the main office conference room for the remainder of the term.

At this time we were half operating on Volgistics, half google calendar. Luckily I wasn't doing a ton of volunteer trainings during this time, so I could train people one-on-one with the new software. I also offered a special training teaching current volunteers how to use it, getting feedback on final touches before finally launching it June 1st.

We also FINALLY received word that United Way of Thurston County was going to be hosting the VISTA program, and we were sent an application to apply for new member—that's you! ☺ It was a pleasure to work on it and to help my agency secure a new wonderful person to take my place; you have NO idea how happy this made everyone!

In my personal life: True story...immediately following my mandatory End of Service training, I had a phone interview with a HealthCorps site in Florida, which I somehow completed while speed walking in 82-degree weather from Tyee Center in Tumwater all the way to a bus stop near Vics Pizza/Oly high school, where I caught the bus just in time to return to the office and make copies of training manuals for volunteers that evening, with 20 minutes to spare. And the next day, I found out I was offered the position!!!

Looking back: As you can see, I started scoping out ideas for plans after service very early. If you know what you want, start early and go for it! Really pay attention to opportunities following your service—look up Noncompetitive Eligibility on the VISTA Campus if you're interested in federal jobs after service, or keep hunting! And definitely attend any webinars about options for your education award at the end of service; <http://www.vistacampus.gov/node/23596> if you have student debt like I do, that will be a HUGE advantage in getting you out of debt! Or, you can look into furthering your education! Know that the light is at the end of the tunnel, and because of everything you've learned, you are meant to have a bright future!

June 2015

By the end of June we had our program, invitations distributed, certificates completed, food and details nailed down for the PBP Anniversary/Volunteer appreciation event. Not very many people came, but the folks that did had a lot of fun; we had a bouncy house thanks to Rotary volunteers, Patty did the catering, we got Trader Joes to donate 150 roses for us, Carson got Hands on Children's Museum to donate their face painting kit for temporary use. Our intern Rebekah made an awesome CD mix for us. Volunteers were presented with flowers, tickets for the Harlequin show, a program and got to enjoy the free food and entertainment. Cara Applestein was our guest volunteer speaker; she gave a wonderful speech about her experience with our families, and was presented with a gift card to Olympia Coffee House.

A Tip: Volunteer appreciation events, meetings and trainings are not well attended, and most people don't RSVP. Your budget to work with will be pretty low as well. That was something I didn't know to expect! Just something to keep in mind when planning these types of events. Take a look at the "Events" section of the binder to review notes on communication with staff and when making "to-do" lists.

Volgistics was fully implemented; it was the first time in history that our volunteers were able to schedule themselves, view all of the available shifts up to 3 months in advance, customize their profiles and update their contact info, and I added a piece where people can identify their preferred pronouns; we have volunteers and staff that prefer "they/them" or "genderqueer" and from my observation and learning, this is something I felt was essential to include in our database.

A Tip: always check the profile tab in Volgistics to verify someone's gender pronoun before mentioning them in weekly updates or if you know that you'll be having one-on-one time; showing respect through properly addressing someone is a crucial piece for building a foundation that strives to rise above institutionalized oppression and bigotry. It is also built into our training manual and resources, which you will have the opportunity to expand upon. I set the expectation early; we check our own judgements at the door, and recognize the families we serve and the people that make up our staff & volunteer base come from all walks of life.

Our interns are amazing, and we sure took a hit once the majority of them graduated and took a break for summer! Some of them still stay engaged and greet or host when they can, but for good retention and relationship building, let them have this time to celebrate their accomplishments with family and friends, and WATCH OUT for the mid-June graduation weekend!! I remember I spent ALL day trying to find coverage for shelter that weekend. A tip: If you can, try and get volunteers to commit to this time frame early on so you won't stress out like I did!

After months of planning, we had the Comedy for a Cause Fundraiser at the Lucky Eagle Casino. Susan Rice from Portlandia was our headliner; if I can be honest, she saved it! The first two comedians were not well received, and I personally didn't care for the food. We had excellent raffle prizes that really helped bring in some profit, which was great! A tip: If they decide to do this again next year, and you happen to have some connections to funny stand-up comedians, I recommend reaching out early!

We had a short turnaround time recruit a quality new VISTA, due to a long drawn-out negotiating process between two different potential host sites. I reached out to friends and current volunteers, tabling opportunities and on social media to promote the position. It wasn't until the last and final day in July that you were selected. (Everyone was soooo relieved!)

The United Way had a Volunteer Summit, which is probably one of the best recruitment venues I got to attend. They provided an excellent lunch, and the volunteers attending were professional; they knew what they wanted in a position and what their time commitment looked like, and they knew what causes they were passionate about. A tip: don't take it personally if someone rejects your opportunities. It might not be a good fit, maybe they just don't know enough about the organization...there's a variety of reasons, and it doesn't reflect on your success as a volunteer coordinator.

Since the fire, I had to start doing my trainings at the main office conference room. A tip: since we share our space with several other groups and there are always meetings going on, be sure you check in with our Administrative Assistance Malaika Halley about scheduling you on the agency calendar, and schedule early!

At this time I was nourishing a new relationship with the Olympia Library, with our contacts Sara and Mary. We invited their teen council to attend our shelter birthday. The teens felt it was unorganized (I agree, it was!) and I tried the best I could to let them know how much we appreciated their hard work and assistance with the kids and with decorating. We also had a water balloon toss. Try to keep nourishing this relationship—we love the library, and many of our clients spend time there to use the computer, or have a comfortable place to take their kids. They love when you take interest in their programs, such as summer reading! Talk to them and be creative about how their teens can get involved with our families at shelter!

This is also when I started drafting the sustainability binder you are reading now. A tip: start a little earlier if you can! I would suggest setting aside a separate document and each month make bulleted items that briefly summarize your activities, and if you have a little extra time, write a paragraph or two for each month talking about your reflections of where you're at in your service. I was able to go back through the calendar and my emails and draw from events, but some of it felt foggy in my mind because it was hard to think clearly about how I felt about my progress in the moment.

July 2015

We had a massive cleaning party on July 1st, where we went through years of old files and records that were ready to be purged! Later on I sorted through my active/inactive volunteer files and got my space nice and organized. A tip: keep on top of your organization through-out your service term! It took MONTHS before I felt like I could safely manage myself in terms of being organized...what can I say? It's not my strength!

I was asked to start reaching out to faith communities for speaking opportunities to help promote the Help Us Move In (HUMI) donor-match fundraiser; every dollar raised will be matched up to \$50K towards direct client funds, specific for rental assistance and rapid rehousing. The deadline is Oct. 31, 2015; I imagine this will be one of your big first projects September/October to assist with.

I was also asked to think creatively about integrating the HUMI-donor match fundraising schemes with our Harlequin Partnership, with several tickets still available; we had \$50K to raise and a theater full of seats to fill for the Aug 19th showing of "To Kill a Mockingbird" at Harlequin theater...I proposed (see draft in "Fundraising" section) that we try a new fundraiser through Buffalo Wild Wings; once approved, I applied for us to have Aug. 15th where folks would stop by the local Olympia restaurant anytime and have a meal, letting them know they are with FSC so their ticket would get tagged. 10% of all proceeds raised would be put towards the HUMI fundraiser. In addition, Natalie added that through the GoFundMe, every \$25 contribution gets you a ticket to see the play at Harlequin!

I planned out the rest of my new volunteer training/retention/recruitment dates, and I began looking for resources that would assist you with creating and enriching a more comprehensive training. See the separate Training Binder for information on connections to follow up with in areas such as Anti-Oppression, Sensitivity and more.

I was continuing to do fine tuning Volgistics; looking for ways to make it more efficient and address some confusion or glitches that others reported as being problematic. There was some debate whether or not to have on-call staff be listed; some preferred to have the reminders, others did not. I would check in with staff and get their feedback about it.

On July 17th, you were offered the position!!! When I checked in with Natalie, she had great things to say about your application and was very excited about you. It gave me a lot of comfort to know that as I was transitioning out of my role, a new person was going to be taking my place...that was what I was hoping for; someone with prior experience and education, who cares about families, who will serve with determination at great passion in trying times, who will build this agency's capacity to continue serving, and will go through the rewarding transformation that I did.

I also reached out to have a nice check-in with my VISTA Leader at this time, and we had a nice talk about my next steps after service, and what new skills I had learned. Looking back I would have reached out around the 6-7 month mark, when I was starting to feel pretty burned out! Otherwise, lean on your support networks if you're feeling stressed and you just need to vent! Your other VISTA members are a great source—they understand what you're experiencing, and will help you remember why you were selected in the first place—because you're awesome!

By the end of July I had a solid first draft of this Sustainability Binder to give my supervisor.

August 2015...

A Typical Day

(*Please be prefaced there was no such thing as a typical day!)

Morning- checking emails and phone calls. If it was a Monday, I would do a check in with Lori Christmas at the shelter and ask about any emerging concerns that needed to be addressed with volunteers, and incorporate feedback into my weekly emails.

I also reviewed shelter coverage to see what the immediate needs were, and would sometimes spend the whole morning/part of the afternoon looking for volunteers to cover it.

Afternoon- I would usually have a very brief check-in with my supervisor at some point, talking about projects I was working on for the day, discussing any immediate concerns.

It depended on the need; sometimes I was focused on getting donations, sometimes I was working on planning an event or a training, sometimes I was working on sponsorships for fundraisers, sometimes I focused my energy on recruiting, sometimes I was working on training materials, often times I was working on the new Volgistics software, etc...I would often make a list of all the things I need to accomplish with high priority items first, then go from there. Ensuring shelter coverage was always number one.

Sometime between 12-2pm I would take a lunch and a brief walk for fresh air, to clear my head, maybe make a personal phone call or two.

Late-afternoon evening- depending on the need I would make myself available for special training for a volunteer if they couldn't make the larger volunteer training, or I might have an intern that needed to do a check-in with me. Sometimes there would be volunteers calling out for their shifts and I would have to scramble to find coverage. Often times I would be working on the software, or any projects with upcoming deadlines.

Through-out the day I made myself available to take phone calls and answer emails, mostly related to volunteering. I also tried to be adamant about maintaining current info with my tracking tools, which is crucial for the quarterly data reports on VISTA progress.

Every now and then I would get calls from clients who got the wrong number but really needed help or services, so I would give them resources and recommend that they come to the main office during day time hours, or I would take down their number and some basic details so I could pass it off to direct service staff.

Codes/Passwords/Relationships: with Key Contacts & Partnerships

Here are all of my account passwords, addresses and key contact people that you need to know and can reference through-out your term of service for recruitment and connection purposes.

TYPE	FUNCTION	SITE	USERNAME/LOGIN	PASSWORD
software	Shelter volunteers	www.volistics.com	523495140 & email	SkyFlight9
email	n/a	n/a	katherinec@fscss.org	Yimmy56!
website	recruitment	http://getconnected.unitedway-thurston.org/	katherinec@fscss.org	SkyFlight9
website	recruitment	www.olyblog.net	KatherineC	SkyFlight9
church	recruitment	***see Faith Communities Sheet		
website	recruitment	www.idealyst.org	katherinec@fscss.org	SkyFlight9
website	recruitment	www.thenonprofitnetwork.org	katherinec@fscss.org	SkyFlight9
website	recruitment	www.justserve.org	katherinec@fscss.org	SkyFlight9
website	recruitment	www.meetup.com	katherinec@fscss.org	SkyFlight9
website	recruitment	www.volunteermatch.org	**ask Natalie**	

NAME	EMAIL/#	CONNECTION SITE
Tammy McGee	tmcgee@theolympian.com	The Olympian
Erin Korntved	art@coffeeenewstm.com	Coffee News
Sara Kukkonen	skukkonen@unitedway-thurston.org	United Way; former volunteer
Marylea Coday	marylea@smallblueplanet.org	Olympia Friends Meeting
Donna Murphy	rkd1murphy@yahoo.com	*Head, Westwood Baptist
Rachel Young	Rachel@mysticalcupcakes.com	Miss Moffett's Mystical Cupcakes
Bruce Sanders	cvcc@cco.net	West Olympia Rotary
Sandi Wilson	Sandi.Wilson@thurstonfirstbank.com	*Head, West Olympia Rotary
Sara Lachman	sachman@trl.org	Olympia Library
Mary Rulewicz	mrulewicz@trl.org	Olympia Library
Ashley Disken	ADisken@esd.wa.gov	Work Source
Anna Schlecht	aschlech@ci.olympia.wa.us	City of Olympia
Ellen Shortt-Sanchez	shorttse@evergreen.edu	Evergreen State College
Stacee Anderson	andersonfamily567@gmail.com	*Head, Latter Day Saints
Lindy Badger	lindybadger@juno.com	Latter Day Saints

Passing the Torch—Projects Inherited

A year of service goes by pretty fast! These are projects that you will be inheriting as a part of your service...

- Enriching and enhancing more comprehensive volunteer training; anti-oppression, sensitivity, cultural awareness, conflict resolution, etc (see Training Binder)
- Increasing the volume of volunteers at Pear Blossom Place
- Improve volunteer retention at shelter; find new ways to appreciate volunteers!
- Continue compiling corporate sponsorship window periods and deadlines (see Tracking)
- Assisting with grant research and in-kind donations/resources (see Tracking)
- Identifying new fundraising schemes (see Fundraising)
- Strengthening relationships with community partners
- Volgistics research; see if we could have a separate program for managing the staff/agency scheduling and management
- Improving our capacity and overall organization of the annual holiday program (see Holiday Program)

Supervision Tips & Tricks

This section will give you some pointers in how to utilize effective communication with your supervisor, and how to manage & follow up with assigned tasks!

A few tips based on my experience:

- Keep a personal running list through-out the week of things you want to address in your supervision check-ins.
- Commit to doing check-ins at least once per week or bi-weekly; be flexible, your supervisor is probably going to be busy!
- Note your supervisor's preferences if expressed. For example, Natalie preferred that I used the g-chat if I needed a quick answer, or that I sent one long list of bulleted items or topics that I wanted to touch base on when we meet, rather than sending several individual emails. Also, when we would meet, I tried to phrase it into clear, straight forward questions because her communication style was very direct and to the point.
- If a decision or direction is offered and you have some concerns, make them known; not necessarily about feelings, but rather "check the facts" and provide additional concrete details and information as necessary; your ability to communicate additional concerns will support your supervisor's decisions, and they may not be aware of the whole picture. Do so respectfully and tactfully, without stepping on toes!
- Meet your time commitment; 10am means 10am! Communicate if you're running late; it shows respect, responsibility and accountability.
- It's okay to say "I don't know—let me look that up and get back to you" if you aren't sure how to answer a question. It's also okay to say "I don't have experience (completing the task) what advice do you have? Can you show me how to do it?" Ask for help if you really need it!
- Request time off early if you're going to take it, give your supervisor advanced notice. Let them know what's really going on; if you have personal stuff going on and need a mental health day, or if you're feeling really stressed, etc. Your supervisor can help you think creatively about the best way to get your needs met.



Katherine Cox <katherinec@fscss.org>

Check-in items, want to shoot for Thursday?

1 message

Katherine Cox <katherinec@fscss.org>
 To: Natalie Moran <NatalieM@fscss.org>

Tue, Apr 28, 2015 at 11:58 AM

- * Update with implemented goals for Volgisitics
- * Dispute resolution Center training (Jennifer 360-956-1155) 2hr training
- * Capital Lakefair; wanted to inquire about pass donations and tabling? <http://www.lakefair.org/index.html>
- * Support with VISTA application; what do you need from me to support this? May 1st- intent to apply is due!
- * Update from meeting with Mylinda on Tuesday
- * What to expect tabling at JBLM Thurs/Family Resource event on Saturday...also, talk about flexing hours to accommodate Saturday = leave between 5 - 5:15pm
- * Review timesheet

~~(*)~~ Dress up for Grant Writers Hung

Katherine Cox

AmeriCorps VISTA, proudly serving Family Support Center of South Sound
 PO Box 784/ 201 Capitol Way N, Olympia 98507
 Pear Blossom Place: 837 7th AVE SE Olympia, WA 98501
 katherinec@fscss.org work phone: 360-628-4585

~~(*)~~ Change Font - color - black - No cursive
 Within a day or two of a supervision meeting, Natalie and I would communicate back and forth what agenda items we wanted to address, and usually have it printed out for reference. I highly recommend doing this before going into a meeting so you don't forget; your supervisor maybe very busy, and sometimes it's easier to address things in bulk! Be sure to include any upcoming events/schedule-related concerns, so it's on your supervisor's radar. This is also an opportunity to talk about any personal things, if you feel like disclosing.

~~(*)~~ Transfer set dates on Google Site → volgis

Family Support Center Leave Authorization

(Use a separate sheet for each leave of absence)

Employee's Name _____

Program _____

Length of Leave _____ Days From _____
(Month/Day) To _____
(Month/Day)

Purpose of Leave
(Check only one)

Vacation

Personal Holiday

Health

Self

Immediate Family

Bereavement

Relationship: _____

Professional Development

Describe and attach registration form/fee amount if requesting FSC cover associated fees: _____

Leave without pay

Purpose: _____

Administrative Leave

Other

Explain: _____

Note: when circumstances prevent completion of this form prior to your absence, please acquire verbal authorization and complete form on the day of your return. Signed form should be submitted with the corresponding time card.

All vacation requests should be made at least 30 days in advance.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Leave authorized (please circle) Yes No

Tracking Your Progress

Tracking your progress as a VISTA is essential for the sustainability of the agency you serve, as well as the work you will hand off to the next VISTA proceeding you. It's important to be able to track; who you reached out to, when you followed up, which businesses you reached out to for donations, how much they gave, when the donation was received, where you recruited volunteers from, and so on.

I have attached examples of my tracking tools that helped me stay organized and on top of my work. This is also one of the ways my supervisor would pull numbers during my quarterly progress reports—you have a total of four you must complete!

A tip: whenever you talk to a potential volunteer or follow up with them; when you send out a donation inquiry; when you secure a sponsorship etc. track it right away, so you won't forget! If you need visual pop-ups or reminders to follow up, utilize your Google calendar! I did a combination of both to keep myself on track.

TYPE OF TRAINING	DOMAIN	DATE	TIME LENGTH	NOTES
New volunteer training (observe)	Pear Blossom Place	9/9/2014	2.5hrs	4 attendees
Local partnering and connecting	The Olympia Center	9/11/2014	1hr	
Nonprofit volunteer webinar	Online webinar	9/16/2014	1hr	
VISTA TRAINING	Washington Service Corps	9/17/2014	4.5hrs	
Volunteer Mobilization Intro	Online webinar	9/18/2014	1hr	
Darkness to Light Training	St. Pete's Hospital	9/18/2014	3hrs	
Volunteer Mobilization	VISTA Blend online course	9/21/2014	1hr	
Nonprofit volunteer webinar	Online webinar	9/23/2014	1hr	
Staff retreat	Off site team meeting	9/24/2014	8hrs	
Volunteer Mobilization Course	VISTA Blend online course	9/28/2014	1hr	
Nonprofit volunteer webinar	Online webinar	9/30/2014	1hr	*Volunteer training 10/1: 6 attendees
Relationship Committee	FSC conference room	10/1/2014	1hr	
Volunteer Mobilization Course	VISTA Blend online course	10/5/2014	2hrs	
Relationship Committee	FSC conference room	10/8/2014	1hr	
Volunteer Mobilization Course	VISTA Blend online course	10/12/2014	2hrs	
S. Sound Volunteer Coordinator	The Olympian (community mtg)	10/15/2014	1hr	
Coordinated Entry meeting	FSC conference room	10/16/2014	1.5hrs	
Volunteer Mobilization Course	VISTA Blend online course	10/19/2014	2hrs	
Volunteer Mobilization Course	VISTA Blend online course	10/26/2014	2hrs	
New volunteer training (observe)	Pear Blossom Place	10/28/2014	2.5hrs	9 attendees
Cold Weather training	Pear Blossom Place	10/29/2014	2hrs	
Volunteer Mobilization Course	VISTA Blend online course	11/2/2014	3hrs	
Relationship Committee	FSC conference room	11/5/2014	1hr	
Volunteer Mobilization Course	VISTA Blend online course	11/9/2014	2hrs	
Help Portrait Scout Meeting	Pear Blossom Community Room	11/10/2014	1hr	
New Volunteer Training (lead)	Pear Blossom Community Room	11/12/2014	2.5hrs	11 attendees
Volunteer Mobilization Course	VISTA Blend online course	11/16/2014	2hrs	
Homeless Task Force	Olympia Library	11/17/2014	1hr	
Homeless Connect Event	Olympia City Hall	11/18/2014	1.5hrs	
Staff meeting	FSC conference room	11/19/2014	1.5hrs	
Volunteer Mobilization Course	VISTA Blend online course	11/23/2014	1hr	*Certification of Completion with 95.8% GPA

Coordinated Entry meeting	FSC community room VISTA Blend Online	2/19/2015	1.5hrs	
Resource Development Course	2/22/2015	2hrs		
New Volunteer training (lead)	Pear Blossom Place	2/24/2015	2.5hrs	*14 attendees
Volunteer strategy discussion	SideWalk	2/24/2015	1.5hrs	
Intern check-in	Family Support Center	2/26/2015	1.5hrs	*1 attendee
2nd Quarter VISTA Report: Dec. 1-Feb. 28				
Resource Development Course	VISTA Blend Online	3/1/2015	2hrs	
Resource Development Course	VISTA Blend Online	3/8/2015	2hrs	
New Volunteer Training	Pear Blossom Place	3/10/2015	2.5hrs	*14 attendees
Managing Up	Webinar	3/12/2015	1hr	
Intern check-in	Family Support Center	3/12/2015	1hr	RK
Special volunteer training	Pear Blossom Place	3/16/2015	1.5hrs	*1 attendee
Intern check-in	Family Support Center	3/17/2015	1hr	CH
Special volunteer training	Pear Blossom Place	3/18/2015	1.5hrs	*2 attendees
S. Sound Volunteer Coordinator	The Olympian	3/18/2015	1hr	
Staff Meeting	FSC Community Room	3/18/2015	2hrs	
Volunteer Meet n Greet	Pear Blossom Place	3/27/2015	1.5hrs	
Resource Development Course	VISTA Blend Online	3/29/2015	1.5hrs	
New Volunteer training	Pear Blossom Place	3/31/2015	2.5hrs	*8 attendees
Relationship Committee	Family Support Center	4/1/2015	1hr	
Staff Meeting	Pear Blossom Place	4/1/2015	2hrs	
Coordinated Entry meeting	Family Support Center	4/2/2015	1.5hrs	
Volunteer training meeting	Family Support Center	4/2/2015	1.5hrs	
Consensus Data workshop	South Puget Sound College	4/2/2015	3hrs	
Resource Development Course	VISTA Blend Online	4/6/2015	2hrs	
Intern check-in (CstC)	Pear Blossom Place	4/8/2015	.5hrs	
Special volunteer training	Pear Blossom Place	4/9/2015	1.5hrs	*1 attendee
Intern check-in (RK)	Pear Blossom Place	4/9/2015	.5hrs	*1 attendee
Special volunteer training	Family Support Center, donation	4/10/2015	1hr	*1 attendee
Resource Development Course	VISTA Blend Online	4/10/2015	1hr	w/Carson
Volunteer appreciation	Pear Blossom Place	4/13/2015	.5hrs	
New Volunteer Training	Pear Blossom Place	4/14/2015	2hrs	*2 attendees

Teen Library Council Meeting	Olympia Timberland Library	6/8/2015	.5hrs	*2 youth & 2 librarians
Relationship Committee	FSC Conference Room	6/10/2015	1hr	
Homeless Task Force Meeting	Olympia Timberland Library	6/15/2015	1hr	
PBP anniversary planning	Family Support Center	6/16/2015	1hr	
New Volunteer Training	Pear Blossom Place	6/16/2015	1.5hrs	3 attendees
S. Sound Volunteer Coordinator	The Olympian	6/18/2015	1hr	Triggers and Trauma
New Volunteer Training	Family Support Center	6/18/2015	2.5hrs	
New Volunteer (donation room)	Family Support Center	6/19/2015	1hr	*2 attendees
New Volunteer (donation room)	Family Support Center	6/23/2015	1hr	*2 attendees
End of Service VISTA	Online webinar	6/24/2015	1.5hrs	
VISTA recruitment meeting	Pear Blossom Place	6/24/2015	1hr	
Donation Room, special training	Family Support Center	6/30/2015	1hr	*1 attendee
Check in with VSTA Leader	Pear Blossom Place	7/6/2015	1hr	
New Volunteer Training	Family Support Center	7/7/2015	2.5hrs	*5 attendees
Donation Room Sorting LDS	FSC Donation Room	7/9/2015	1hr	*15 attendees
Anti-Oppression Training	Traditions Cafe	7/11/2015	2hrs	
Board Selection/Rela Committee	El Sarape	7/13/2015	1.5hrs	
S. Sound Volunteer Coordinator	The Olympian	7/15/2015	1hr	*Topic on Volunteer Retention
Staff Meeting	Family Support Center	7/15/2015	2hrs	
Webinar: Edu Award/Benefits	Online webinar	7/21/2015	1hr	
LPA Annual Resource Fair	Tyee Event Center	7/22/2015	4.5hrs	
New Volunteer Training	Family Support Center	7/23/2015	2.5hrs	*6 attendees

KEY	(Name)	RECRUITED VOLUNTEERS	1st Counter	2nd Counter	3rd Counter	Special/VIP	Affiliation	RECRUITMENT VENUES & CONTACTS		DATES
								RECRUITMENT SOURCE	VET STATUS	
Rita Reynoldson	Jaimie Rodriguez Arielle Russell	Training complete 9/20/2014	Volunteer Match	n/a	Active Volunteer	Active Volunteer (frequent)	The Olympian Newspaper Erin Konradt, Coffee News	Tammy McGee, The Olympian Newspaper Thad Curtz, OffBlog: We Are the Media	9/9/2014	9/10/2014
Emily O'Connell	Beth Beck Ingal Dixon Paula Olson	Training complete 9/20/2013	Washington State University Volunteer Match	n/a	Never heard back	Never heard back	Center for Spiritual Living (Church)	Darcey, Lutheran Church of the Good Shepherd	9/16/2014	9/16/2014
Brianna Jones Erin Oly	Tammy Ramsey Eva Fanucci	Invited to 9/9 & 10/28	Washington State University Face to Face	n/a	Active Volunteer	Active Volunteer	David Hyde, BRICK @ South Puget Sound Community College	James Hibbs (MSTA) Evergreen State College	9/16/2014	9/16/2014
Helena Wilson	Jill Welsh Jena Malmus Cecile Small Adrian Elman Ben Charles...	Invited to 10/28	(unknown)	Word of Mouth Word of Mouth (unknown)	Never heard back	Never heard back	Maylea Coday, Olympia Friends Meeting	Maylea Coday, Olympia Friends Meeting	9/16/2014	9/16/2014
All Quinn	Esther Siver Rebecca Helman Chris Mardell Cara Applestein	Training complete 10/22/2014	Reach Out at the Well	n/a	Cold Weather Staff On-going invitations	Never heard back	First Baptist Church	First Baptist Church	9/18/2014	9/18/2014
Scott Piddington	May Sue Wilson Megan Miller Catelyn Bottom Kalle Bridges	Invited to 11/12 & 12/2	Reach Out at the Well	n/a	Never heard back	Never heard back	Hope Community Church	Hope Community Church	9/18/2014	9/18/2014
Chloe Donghue	Joanna Gibson Helen Johnson Jasper Kibb Ramon Majors Pam Peule	Training completed 10/12/2014	Reach Out at the Well	n/a	Never heard back	Never heard back	Christ the Servant Lutheran Church	Christ the Servant Lutheran Church	9/18/2014	9/18/2014
Erin Flapton	Martin Pinckney Heather Rocheley Dianne Russell	Invited to 12/22/2014	Breakfast Fundraiser	n/a	Never heard back	Never heard back	Faith Assembly of Lacey	Hidden Creek Community Church	9/18/2014	9/18/2014
Leslie Tompson	David Turner Ksenia Volodina Eugene Whitehead Stacie Anderson Ayra Hass Yaelina Mendoza	Training completed 10/22/2014	Day of Caring	n/a	Active Volunteer (frequent)	Active Volunteer	New Bridge Community Church	Mountain View Church	9/18/2014	9/18/2014
Jade Adams	Justin Naylor Kristen Red Angela Riosas Patricia White Abi Mitchell Yvan Wodan	Training completed 10/22/2014	Church of Good Shepherd	n/a	Active Volunteer	Active Volunteer	First Methodist Church	Lacy Community Church	9/18/2014	9/18/2014
Jim Anderson	Diane Garrison Joe Ingoglia Christina Walsh-Rivera Lulu Schield	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	St. John's Church of Olympia	St. John's Church of Olympia	9/18/2014	9/18/2014
April Adams	Abby Hopkins	Training completed 10/22/2014	Washington State University	n/a	Active Volunteer	Active Volunteer	Elizabeth, The United Church of Olympia	Elizabeth, The United Church of Olympia	9/19/2014	9/19/2014
Yaelina Mendoza	Joanna Garrett Stephanie James Debra Campbell	Training completed 10/22/2014	United Way website	n/a	Active Volunteer	Active Volunteer	Carol Ryser, Westminster Presbyterian Church	Carol Ryser, Westminster Presbyterian Church	9/19/2014	9/19/2014
Justin Naylor	Kristen Red Angela Riosas Patricia White Abi Mitchell Yvan Wodan	Invited to 11/12 & 12/2	Volunteer Match	n/a	Never heard back	Never heard back	Pastor Nathan Boyd, Abundant Life Apostolic Church	The Sounds Newspaper @SPSCC; contact: Christopher Waggoner	9/19/2014	9/19/2014
Jim Anderson	Abby Hopkins	Invited to 11/12 & 12/2	Breakfast Fundraiser	n/a	Never heard back	Never heard back	Amy, Thurston Talk newspaper	Amy, Thurston Talk newspaper	9/19/2014	9/19/2014
April Adams	Stephanie James	Training complete 10/22/2014	Day of Caring	n/a	Active Volunteer	Active Volunteer	Bible Presbytery Church	Bible Presbytery Church	9/22/2014	9/22/2014
Yaelina Mendoza	Debra Campbell	Training completed 10/22/2014	Church of Good Shepherd	n/a	Active Volunteer	Active Volunteer	Valley Heart Assembly of God	Valley Heart Assembly of God	9/22/2014	9/22/2014
Abby Hopkins	Joanna Garrett Stephanie James Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	Christ the Rock Community Church	Christ the Rock Community Church	9/22/2014	9/22/2014
Justine Solis	Abby Hopkins	Training completed 10/22/2014	Olympia Friends Meeting	n/a	Active Volunteer (frequent)	Active Volunteer	Emmanuel Bible Fellowship	Emmanuel Bible Fellowship	9/22/2014	9/22/2014
Yaelina Mendoza	Stephanie James	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	City Life Church	City Life Church	9/22/2014	9/22/2014
Abby Hopkins	Stephanie James	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Paramount Christian Church	Paramount Christian Church	9/22/2014	9/22/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Active Volunteer	Active Volunteer	Hilda, River Ridge Covenant Church	Hilda, River Ridge Covenant Church	9/22/2014	9/22/2014
Debra Campbell	Stephanie James	Training completed 10/22/2014	(unknown)	n/a	Active Volunteer	Active Volunteer	Matt, Olympia Power and Light	Matt, Olympia Power and Light	9/22/2014	9/22/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Active Volunteer	Active Volunteer	Ryan Walker, Olympia Film Society	Ryan Walker, Olympia Film Society	9/22/2014	9/22/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	United Way website	n/a	Active Volunteer	Active Volunteer	College Street Christian Church	College Street Christian Church	9/22/2014	9/22/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Volunteer Match	n/a	Never heard back	Never heard back	Emmanuel Bible Fellowship	Emmanuel Bible Fellowship	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Invited to 11/12 & 12/2	Breakfast Fundraiser	n/a	Never heard back	Never heard back	Life Pointe Church	Life Pointe Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Day of Caring	n/a	Active Volunteer	Active Volunteer	First Baptist Church of Yelm	First Baptist Church of Yelm	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Church of Good Shepherd	n/a	Active Volunteer	Active Volunteer	Gateway Christian Center of Arroyo	Gateway Christian Center of Arroyo	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Rochester Life Church	Rochester Life Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Olympia Friends Meeting	n/a	Active Volunteer	Active Volunteer	Sunrise Church	Sunrise Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Summit Lake Church	Summit Lake Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Turnvalle United Methodist Church	Turnvalle United Methodist Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Active Volunteer	Active Volunteer	Westwood Baptist (updated flyer)	Westwood Baptist (updated flyer)	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	(unknown)	n/a	Active Volunteer	Active Volunteer	Olympia Works in Progress	Olympia Works in Progress	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Active Volunteer	Active Volunteer	Harvest Life Community Church	Harvest Life Community Church	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Evergreen State College	n/a	Active Volunteer	Active Volunteer	Omega Eckartar	Omega Eckartar	10/1/2014	10/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	St. John's Church	n/a	Active Volunteer	Active Volunteer	Brice, Mea Island 'NOT ELIGIBLE'	Brice, Mea Island 'NOT ELIGIBLE'	10/2/2014	10/2/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Dance Benefit group; included flyers for event	Dance Benefit group; included flyers for event	10/3/2014	10/3/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Active Volunteer	Active Volunteer	Yoga Loft of Olympia (specific volunteer recruitment)	Yoga Loft of Olympia (specific volunteer recruitment)	10/3/2014	10/3/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Coffee News Ad	n/a	Never heard back	Never heard back	Just Serve.org - website	Just Serve.org - website	10/2/2014	10/2/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Never heard back	Never heard back	Idealist.org; updated and revamped from 2012 finds	Idealist.org; updated and revamped from 2012 finds	11/1/2014	11/1/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Work Source	n/a	Never heard back	Never heard back	Alpha Steele, Faith Lutheran School (flyer and blurb)	Alpha Steele, Faith Lutheran School (flyer and blurb)	12/30/2014	12/30/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	Updated Volunteer Connection at United Way website	Updated Volunteer Connection at United Way website	1/6/2015	1/6/2015
Stephanie James	Debra Campbell	Training completed 10/22/2014	Meet Up	n/a	Never heard back	Never heard back	Flying at Olympia Public Library	Flying at Olympia Public Library	1/8/2015	1/8/2015
Stephanie James	Debra Campbell	Training completed 10/22/2014	Washington State University	n/a	Never heard back	Never heard back	Reaching out to potential volunteers from 1st quarter	Reaching out to potential volunteers from 1st quarter	1/12/2015	1/12/2015
Stephanie James	Debra Campbell	Training completed 10/22/2014	Volunteer Match	n/a	Never heard back	Never heard back	Just Serve.org - website	Just Serve.org - website	1/16/2015	1/16/2015
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	Flying up with interested parties from Breakfast Fundraiser	Flying up with interested parties from Breakfast Fundraiser	1/17/2014	1/17/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Church of Good Shepherd	n/a	Never heard back	Never heard back	(Also see Sheet 4)	(Also see Sheet 4)	1/20/2014	1/20/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Volunteer Connection	n/a	Never heard back	Never heard back	Flying and distributing business cards one-on-one	Flying and distributing business cards one-on-one	1/21/2014	1/21/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	Sp1 - Nov 2014 ISTA Currently Reporting Session 1	Sp1 - Nov 2014 ISTA Currently Reporting Session 1	1/22/2014	1/22/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Volunteer Match	n/a	Never heard back	Never heard back	Following up with interested parties from Breakfast Fundraiser	Following up with interested parties from Breakfast Fundraiser	1/23/2014	1/23/2014
Stephanie James	Debra Campbell	Training completed 10/22/2014	Word of Mouth	n/a	Never heard back	Never heard back	on-going	on-going	1/24/2014	1/24/2014

PBP archited					
Glen Wells	Kalina Taber	PBP completed 3/20/2015	Rotary greeter	Needs to do training shift	
Nancy Kohl		Training completed 4/20/2015	LDS, just serve	Needs to do training shift	
Pam Johnson		Training completed 4/20/2015	Coffee News	Needs to do training shift	
Thu Nguyen	Melissa Burrel	Training completed 4/20/2015	Rotary, capitol high	Needs to do training shift	
	Michael Larson	Training completed 4/20/2015	Rotary, capitol high	Needs to do training shift	
	Madison G	Training completed 4/20/2015	Shelter shower	Referrals from Rotaract Club	
	Alex Bryan	Training completed 4/20/2015	Shelter shower	Referrals from Rotaract Club	
Suska Davis	Tami Nelson	Inquired 2/4/2015	Peace Chit	Referrals from Rotaract Club	
	Heather McEnd	Inquired 2/10/2015	Unknown	Referrals from Rotaract Club	
Jillian Knox		Inquired 2/12/2015	Coffee News	Referrals from Rotaract Club	
Stacy Robson		Inquired 2/17/2015	Unknown	Referrals from Rotaract Club	
Maurine Hosten		Inquired 2/19/2015	Rotary	Referrals from Rotaract Club	
Neil Farkenburg		Contacted 2/20/2015	Unknown	Referrals from Rotaract Club	
Laura Foster		Inquired 2/20/2015	Volunteer Connection	Referrals from Rotaract Club	
Savannah Watson		Inquired 2/21/2015	Rotary	Referrals from Rotaract Club	
Quint		Inquired 3/3/2015	Unknown	Referrals from Rotaract Club	
Adrienne	Danielle Osiadom	Inquired 3/9/2015	Coffee News	Referrals from Rotaract Club	
	Molly Sjobern	Inquired 3/11/2015	Referred from Schell	Referrals from Rotaract Club	
	Jessica Flores	Inquired 3/12/2015	Evergreen CODA	Referrals from Rotaract Club	
	Anthony Arriba	Inquired 3/12/2015	Nonprofits.org	Referrals from Rotaract Club	
	Carol Johnston	Inquired 3/12/2015	Post group work	Referrals from Rotaract Club	
	Cabonne Motley	Inquired 3/12/2015 - Natalie	Evergreen CODA	Referrals from Rotaract Club	
	Kyle	Inquired 3/17/2015	Facebook	Referrals from Rotaract Club	
	Bradley	Inquired 3/23/2015	North Thurston High School	Referrals from Rotaract Club	
	Jill Lynn	Inquired 3/23/2015	Ukrtown	Referrals from Rotaract Club	
	Linda Motley	Inquired 3/23/2015	Coffee News	Background check pending	
	Jennifer McMorris	Inquired 3/26/2015	Passing by FCS/S		
	Bridgele Briban	Inquired 3/26/2015	Chehalis Tribe		
	Amy Robinson	Inquired 3/26/2015	Oly 205/308		
	Matt Hart	Inquired 3/26/2015	Volunteer connection		
	Suzanne McEwalf	Inquired 3/26/2015	Volunteer connection		
	Jordan Hollman	Inquired 3/27/2015	Volunteer connection		
	Leen Smidler	Inquired 3/27/2015	Training/Katherine's friend		
	Chelsea Williams	*not sure, found @tabling	Peace choir, Good Shepherd		
	Rachel Chavez	Inquired 3/27/2015	Referrals from Rotaract Club		
	Rene Chandal	Inquired 3/27/2015	Oly 205/308		
	Eric Chandel	Inquired 3/27/2015	Word of Mouth (Fenee Chandel)		
	Carl Murphy	Inquired 3/27/2015	The Olympian		
	Katie Sellers	Inquired 3/27/2015	The Olympian		
	Jessica Rice	Inquired 3/27/2015			
	Emily Preiss	Inquired 4/7/2015	Oly 205/308		
	Anne Miller	Inquired 4/7/2015	Volunteer Connection		
	Jamie Thornton	Inquired 4/7/2015	n/a		
	Anne Miller	Inquired 4/7/2015	Referred from Nalle		
	Sara Maava	Inquired 4/7/2015	Girl Scout Troop, Madison (even)		
	Jen Robinson	Inquired 4/7/2015	Web Search		
	Gabrielle Korrow	Inquired 4/7/2015			
	Andraya C	Inquired 4/15/2015	Oly 205/308		
	Dense Landgraf	Inquired 4/20/2015	LDS		
	Alex Tait	Inquired 4/20/2015	Former volunteers		
	Fatima Mbaraki	Inquired 4/27/2015	Former meal, meal prep		
	Sara Lachman	Inquired 4/30/2015	Olympia library		
	Neha Parungton	Inquired 5/4/2015	Evergreen		
	Heather Studevant	Inquired 5/12/2015	Tabling		
	Gavin Jann	Inquired 5/12/2015	Tabling		
	Irene Holmes	Inquired 5/12/2015			
	'in system				

		Volunteer Connection	Military Family	Military Family
		online search	Active Volunteer	Active Volunteer
		online search	Active Volunteer	Active Volunteer
Carrie Rios	Inquired 7/7/2015	Training completed 7/21/15	Active Volunteer	Active Volunteer
Schallie Contaloso	Inquired 7/7/2015	Training completed 7/21/15	Active Volunteer	Active Volunteer
Jasmine Contaloso	Inquired 7/7/2015	Training completed 7/21/15	Active Volunteer	Active Volunteer
Brian Fullier	Inquired 7/7/2015	LDS Church; just serve	one time event-donation room	one time event-donation room
Jared Hendry	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Robert Micelli	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Alec Fanning	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Jaycie Martini	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Autumn Hayes	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Hailey Marinini	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Isti Bingham	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Gracie Nunes	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Debbie May	Inquired 7/7/2015	Inquired 7/8/2015	Other LDS group; just serve	one time event-donation room
Heather Decker	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Almee Anderson	Inquired 7/7/2015	*one time event-donation room*	Other LDS group; just serve	one time event-donation room
Shannon Day	Inquired 7/7/2015	Inquired 7/8/2015	Other LDS group; just serve	one time event-donation room
Mary Densin	Inquired 7/12/2015	Training completed 7/23/15	Active Volunteer	Active Volunteer
Darbie Roberts	Inquired 7/12/2015	Training completed 7/23/15	Online search	Active Volunteer
Haley Gamble	Inquired 7/12/2015	Inquired Jan 2015, follow up 7/16	Online search	Active Volunteer
Austin Brennenman	Inquired 7/12/2015	(No name, phone: 309-956-9500)	Coffee, News	Active Volunteer
Kaya	Inquired 7/12/2015	Inquired Jan 2015, follow up 7/16	Word of Mouth (Patty Gregory)	Active Volunteer
Clark Chambers	Inquired 7/12/2015	Inquired 7/12/2015	community service hours	Active Volunteer
Andie Hunter	Inquired 7/12/2015	Inquired 7/12/2015	RSVP	Active Volunteer
Kim Reinhardt	Inquired 7/12/2015	Inquired 7/12/2015	Word of Mouth	Active Volunteer
Holls Profit	Inquired 7/12/2015	Inquired 7/12/2015	Volunteer Match	Active Volunteer
Kayla Milletz	Inquired 7/12/2015	Inquired 7/12/2015	Volunteer Match	Active Volunteer
		Inquired 7/24/2015		

ORGANIZATION/BUSINESS	DONATION/REQUEST	DATE OF INITIAL INQUIRY	FOLLOW UP ATTEMPTS	DONATION/SPONS. OUTCOME	VALUE
Confirmed donation 1st quarter	Confirmed donation 2nd quarter	Confirmed donation 3rd quarter	Confirmed donation 4th quarter		
San Francisco Street Bakery, Olympia, WA. Contact: Jeremy Schwartz, Co-Manager sisbakery@comcast.net 360-753-8553	Day-old baked goods, ongoing	9/11/2014 by phone	Call 9/11/2014 Written proposal	Day-old baked goods, 10/2 \$50	
Trader Joe's Grocery Store, Olympia, WA. Contact: Andrew Clinton, Donation Manager 1530 Brad Lake Blvd SW (360) 362-2740	Holiday food donations	9/15/2014 by phone	Call 9/17/2014 Written proposal	10/7; donations go to food bank \$109 Manager contacted/relocated placed on back-up list	
REI Capital Mall, Olympia, WA. Contact: Jon Barnet, Store Manager jeanne@rei.com 360-786-1938	Flower donations for PEP anniv	5/22/2015; letter in person	Call 9/29/2014 Written up; got detail	Confirmed donation: 150 flower \$2,100.00	
Olympia Food Co-op (East Side) Olympia, WA. Contact: Grace grace@olympiafood.coop Special handling, see folder	Sleeping bags, mats, cots	5/29/2015; followed up	Call 9/4 follow up call; call back at 1 p	10/10; confirmed donation \$2,100.00	
Batdorf and Benson Coffee Roasters Contact: Tanya Seigler, Manager 360-352-2426	Food for Harvest Party, one-time Coffee supplies, on-going *\$60 gift card 3/2015	9/15/2014 by phone 3/23/2015 by email; 5K sponsor?	Written proposal 10/9/2014 Email 5/4/2015 Application 10/15/2014 Email	10/21; donations picked up 5/4; confirmed after 6/13 sale! \$200.00 \$100 approved for party \$20 monthly on-going	
Coffee Roasting Company Contact: Oliver Stormshack, Manager 913/2014 by phone	Coffee supplies, ongoing	9/13/2014 by phone	Call 9/13/2014 Written proposal 9/15/2014	Never heard back Dec 2014; dropped off 3 lbs coffee! June 2015; dropped off coffee!!	\$\$\$
Office Depot, (Cooper Point location) Olympia, WA Contact: David Bagnell 360-352-2426	Office supplies, bulletin board, ink cartridges, organizing tools, etc	9/19/2014 by phone	Call 9/22/2014 Written proposal 9/15/2014	10/18; rejected; our nonprofit doesn't meet criteria for food sust "DON'T CONTACT ANYMORE!"	N/A
Biokleen Vancouver, WA. Contact: Cindy Rimer, Manager cindy@biokleenhome.com	Laundry detergent, dish soap	9/13/2014 by phone	Call 1/23/2015 Written proposal 9/15/2014 Email	9/29/2014 a case of dish liquid and laundry detergent; received 10/6/2014	\$800.00
Ace Hardware Olympia, WA. Contact: Chris Ferrer, Manager 360-236-0093 400 Cooper Point RD	Maintenance equipment: screws, hammer, drill, tools, etc.	9/13/2014 by phone	Call 1/24/2015 Written proposal 9/15/2014 Email	call letter in person	
Olympia Credit Union Olympia, WA. Contact: Kristine Harkness, Loan officer 919/2014 by email	Sponsorship; also Annual Breakfast Fundraiser; 1st qtr 5K Run sponsor; 2nd qtr	9/9/2014 by email kristineh@olyvua.org	Call 10/14/2014 Written proposal 9/9/2014 Email	Ask after Feb; after taxes season \$100.00	
Twisted Donuts Olympia, WA. Contact: Giona; 360-489-0971 2802 1/2 Ave E Olympia WA 98506	Pastries/baked goods, ongoing	9/1/12/2014 by phone; no answer	Call 2/20/2015 Written proposal 9/2/2014 Email	9/9; quarterly charity consideratio 2 reps attended breakfast, donat 2/23/15; emailed packet	
Starbucks Tumwater, WA. Contact: Jenny Wachter, Manager 360-352-3429	Coffee donations, ongoing	Call before noon on Mondays	Call 9/29/2014 Provide letter in person	Agreed to donate for 2/26 event Received 12 dozen	
Old Navy, Capitol Mall Location, Olympia, WA. Contact: Ben Thayer, Manager benjamin.thayer@stores.gap.com	Clothing racks	9/19/2014 by phone	Call 9/29/2014 9/15/14 by phone	Will try in January 9/25; donation confirmed donated one coat rack	
Olympia Choral Society Deadline for sponsorship Aug 1	Charity/Benefit Grant	9/18/2014 by email	Call 9/18/2014 Email	9/19/2014 Email	N/A

Toys R Us/Babies R Us 1000 Cooper Point Road	(360) 357-8697	Gift card, raffle item	10/9/2014	phone		*No have to go through corporate	N/A
Lush Cosmetics- Tacoma Mall contact: Alison Dom, former social worker (253) 474-1212 lacomamail@lush.com		Raffle items	10/9/2014	phone	10/10/2015	Email Collected two lush buckets (13.14)	\$145.00
Seattle Mariners P.O. Box 4100, Seattle, WA 98194. Details: http://seattle.mariners.mlb.com/sea/community		Tickets for raffle	-			n/a	
Bath and Body Works Contact: Carrie O'Hara Email: hisparfumness@gmail.com 625 Black Lake Blvd SW, Olympia, WA 98502 (360) 943-0640		Product baskets for raffle	10/9/2014	phone	10/15/2014	Email follow up Donated 1 basket	\$200.00
Cafe Love Contact: Joe (in person) 205 4th Ave E, Olympia, WA 98501 (360) 943-1434		Certificate for free coffee	10/10/2014	phone	10/13/2014	in person Donated \$5 gift certificate	\$5.00
Red Lion Hotel Ann Sweeney email: ann.sweeney@redlion.com 2300 Evergreen Park Dr SW, Olympia, WA 98502 Phone:(360) 943-4000		Hotel vouchers for cold weather/DV	10/13/2014	phone	10/13/2014	email Restarted partnership	\$\$
Simple Cloth Contact: Julie K. Triplett 360-753-2420 email: info@simplecloth.com 210 1/2 W Main Ave, Olympia, WA		Baby products and toys	10/15/2014	in person	10/2/2014	email follow up Donated 3 pacifiers/teething toys	\$60
Honky Tonk Angels -Christmas 4 Kids Contact: Dianna Root, lead organizer 'Dance Benefit' for kids diannaroot@yahoo.com individual contact: Nancy Spaulding email: spaulding04@yahoo.com		Fundraiser for adopt a family	10/21/2014	call	10/27/2014	follow up email "Was going to donate, unable to raise enough funds/ poor turn-out cancelled. Lead was impolite.	N/A
Kits for Kids contact: Larry Wolles L.Wolles@kitsforkidz.org www.kitsforkidz.org		Flower arrangements/Xmas wreath	10/21/2014	email	12/1/2014	Handcrafted beautiful wreath for the holidays at PBP	N/A
VIP Records Contact: Larry Taylor Email: vprecordsl@gmail.com 360-877-5463 ext. 221		Contacted us about backpacks	10/23/2014	email			N/A
Panera Bread 1320 Marvin Rd NE Lacey, WA		for kids; polite rejection, cost \$				*Was wanting to "get to know" a family of 6; was not cooperative i providing more details, suspiciou	N/A
						Never followed up after 10/31.	N/A
						*Rejected; needs to be used to fo homeless/low-income. Can redo	

Defense Logistics Agency-Troop Support	Lint blankets; referred through Bill from Salvation Army	11/20/2014	phone	11/20/2014	email	Offered application (see in binder) N/A
Directorate of Clothing and Textiles						*Concerns about storage
Ph: 215-737-3162; renee.fromberg@ida.dla.mil						Apply for next year, ask Schelli!
Contact: Renee Fromberg	Vacuum Donation	1/23/2015	phone	2/19/2015	phone	Said they'd call back, haven't yet N/A
Lowe's Hardware						
4230 Martin Way East, Olympia, WA 98516						
(360) 486-0856	Contact Sandy Wade					
5610 Corporate Center Lane SE	Offered on-going monthly donation	3/13/2015	phone	3/16/2015	email	*Confirmed on-going monthly donation \$\$\$
Lacey, WA (360) 359-9044	5K Sponsorship			4/6/2015	email	*Considering sponsorship for 5K
email:Danielle.m.vanallen@lowe.com	7/22/15 call/email; coffee pots, bath towels, soap...			4/23/2015	email	
Contact: Danielle, donations						
Holiday Adoption Program	Christmas gifts for families (see separate spread with donor database)					\$26,070.18
Vic's Pizzeria	3 large pizzas	3/17/2015	phone	3/17/2015	email	Needs earlier notice n/a
Westside Shopping Center, 233 Division St NW, O 1 large salad						Try beginning of each month
360-943-8044	vicspizzeria@comcast.net					
Contact: Rachel Lee						
Crains Office Supplies		3/25/2015	Email			
1006 E 4th AVE Olympia, WA 98506						
360-754-1055	crains@crainsofficesupply.com					
Contact: crains@crainsofficesupply.com						
Alaffia	On-going hygiene products chapstick & sponsor 5K/Comedy	3/27/2015	Email	4/8/2015	Call/email	No to on-going products *DONATED 200 LIP BALMS \$398.00
8105 River Dr. SE Olympia, WA 98501						
360-866-0830 x212	kelsey@alaffia.com					
Contact: Kelsey						
Bed Bath and Beyond		3/30/2015	Phone	3/30/2015	Email	
360-236-0020	5K Sponsor					
Contact: Adam Ruppert: adam.ruppert@bedbath.c	7/22/15 call/email; bath towels, coffee makers					
Contact: Jill Villari; jill.villari@bedbath.com	whiteboard calendar	3/30/2015	Phone	4/24/2015	call	Would consider discount, no donate
Washington State Surplus						
360-407-1900						
Turnwater location	product donations/sponsorship	4/3/2015	phone			
Luna Bar						
Clif Bar & Company						
1451 65th Street						
Emeryville, CA 94608-1004						
GRUB	Flowers	3/29/2015	email			Said yes, starting June/July! \$\$\$
Contact: Heather.heather@goodgub.org						
Seattle Seahawks	Seahawks gear (Comedy Night)	4/7/2015	email	5/12/2015		Donated football Limited Edition \$100.00
online form: http://www.seahawks.com/community						Laser Printed Football with SH 10
Charitable Donations: 2. Seahawks Way						And Russell Wilson signature
Renton, WA 98056						

Phone: 425-499-6711 http://www.nwbbandgrillcatering.com/menu.html				
Elyse's Catering Company Contact: Elyse 3238 Capitol Blvd SE, Tumwater, WA 98501 (360) 943-5555	Donated/discounted services for PBP Anniversary 4/28 called, emailed *Waiting for quote on Friday	5/6; quote sent for budget 5/28; rejection, too expensive	na	
Donations, Desmay 263-691-9147 baby drive email: tecidenna@gmail.com	6/4 follow up call 7/22; inquired about other donation items, email	6/8 donations will be delivered		
Meconi's Subs http://www.meconissubs.com/wp-content/uploads/ 360-534-0240 Contact: Marie Meconi donations@meconissubs.com	5/18 asked about subs Said call back tomorrow around 9am 7/9/2015 completed donation request for lunch meeting on 7/20/15	7/14 follow up email 7/14 donated sandwiches	\$\$	
The Mark Restaurant http://www.themarkolymp Contact: Lisa, (360) 754-4414 407 Columbia St SW, Olympia, WA 98501	5/21; catering services for 1st PB Lisa said she would respond if in	5/21; submitted online request Lisa said she would respond if in		
Capito Florist http://www.capitoflorist.com/ Contact: Cynthia 360-357-5757 515 Capitol Way S, Olympia, WA 98501	5/21; flower donations for 1st PB 5/27, called about catering	5/21; said they are closed last we *Try again in future- hit and miss.	n/a	
Ramble and Jack's -catering 520 4th Ave E, Olympia, WA 98501 (360) 754-8909 Contact: Adam	6/4; donation for comedy	No- has two weddings that day	n/a	
Warehouse Rock Gym Attn: Billie Smith bsmith@warehouserockgym.co 315 Jefferson St. (360) 596-9255	6/4; follow up email			
Gift Scouts Lisa.Petrie.Uperle@gmail.com	7/22/15; follow up about additional donations....	Donated Cookies	\$190.00	
Kristi Schrank Hotel donations, hygiene drive kschrank@deloitte.com	6/26; contacted me after volunteer summit 7/22; additional donations (coffee pots, bath towels, etc)			
Fisher Jones Family Dentistry 2415 Pacific Ave SE, Olympia, WA 98501 (360) 934-1644 Contact: Jim Jones	7/8/2015, Intern connected me to toothbrushes/toothpaste 7/27/2015; follow up call; left message			

RAISED \$ \$	FUNDRAISING RESOURCE EVENT	DATE	VENUE	DESCRIPTION OF VISTA DUTIES & CONTRIBUTIONS
\$	Wine Tasting/Anniversary of Family Justice Center	10/9/2014	Hands on Children's Museum	Assisting with set-up, learning about FJC, building relations with volunteers and partners.
\$	LMNOP Consignment Sale	10/10/2014	East Side Amory	Tabling, educating about resources, inquiring cash donations, recruiting volunteers.
n/a	Reach Out at the Well	10/17/2014	Artesian Well	Tabling, educating about resources, inquiring cash donations, recruiting volunteers.
\$15,000.00	Breakfast Fundraiser	10/23/2014	Indian Summer County Club	Inquiring donations for raffle prizes, recruiting table captains, following up with potential volunteers
	United Way Shelter Shower	12/4/2014	Heritage Room	Social networking, building relationships, observing fundraising opportunities
\$26,070.18	Adopt a Family Holiday Program	Nov./Dec. 2014	FSCI/PBP shelter	Managing database for families and donors, coordinating adoptions, special training, tracking donations
	Homeless Connect Event and Census	1/1/2015	First Christian Church	Recruiting volunteers to help with event; arranging fiscal sponsorship; sorting donations; strengthenin
	Volunteering with GRuB for MLK Service Day	1/19/2015	GRuB	Serving for MLK Service Day at GRuB; VISTA bonding; strengthening relationship with local nonprofit
	Annual Winter Party for Olympia Works in Progress	1/10/2015	Mixx 96 Building; Labor Temple	Social mingle and dessert with local paper; strengthening partnership for future ad placement
	Evergreen Internship/Volunteer recruitment fair	1/28/2015	Evergreen State College	Recruiting potential interns and volunteers
	Discussing volunteer recruitment strategy	2/25/2015	SideWalk	Discussing strengthening partnerships between volunteers at SideWalk and Family Support Center
	Volunteer Meet n Greet Event	3/26/2015	Pear Blossom Place	3 volunteer attendees & 3 staff; discussed survey results, feedback and changes to schedule, etc.
	Olympia Peace Choir benefit for Pear Blossom	3/28/2015	Church of the Good Shepherd	Assisted w/ tabling and volunteer recruitment, strengthening relationship with church/showing support
	Take Back the Night	4/30/2015	JBLM	Tabling, educating about resources, inquiring cash donations, recruiting volunteers, march.
	Family Resource Fair	5/1/2015	Tyee Event Center	Children's craft, resources, volunteer recruitment
\$9,000	Mother's Day 5K Run	5/10/2015	Hands on Children's Museum	Leveraging in-kind resources and sponsorships, recruiting volunteers and participants, promotion, etc.
	Volunteer recruitment fair	5/27/2015	TESC	Volunteer recruitment, resource info, connecting with other nonprofits
\$13,000	Comedy for a Cause Night	6/13/2015	Lucky Eagle Casino	Reaching out to Media, gathering raffle basket items, helping with recruiting, etc.
	Volunteer Summit	6/17/2015	Washington Center	Reaching out to Media, resource outreach
	Pear Blossom First Anniversary	6/27/2015	Pear Blossom Place	Planning and organizing, connecting with community partners for donations, volunteer appreciation
\$50K ###	HUMI Donor Match Fundraiser	6/25-10/31 201	*TBA - will extend beyond term	Reaching out to faith communities for potential speaking events/fundraising help. Applied for Buffalo W
	Eat Wings, Raise Funds for Families	8/15/2015	Buffalo Wild Wings	Project proposal for Eat Wings, Raise Funds/HUMI; promotion, application, event coordination
	LPA Annual meeting	7/22/2015	Tyee Event Center	Resource sharing, tabling, recruiting, promotion of fundraiser, etc.

AMERICORPS EVENTS	DATES	HOURS	MISC ACHIEVEMENTS
AmeriCorps Pledge @ Capitol Building for 20th Day of Caring breakfast meet and greet	9/12/2014	2hrs	Adopt a Family Program; 72 confirmed adoptions
VISTA training @ WSC	9/11/2014	1hr	VISTA Blend Volunteer Mobilization Certificate of Harlequin Application; confirmed partnership 12/29
Day of Caring event (coordinating volunteers)	9/26/2014	5hrs	Assisting with Boeing Grant Research
VISTA reporting webinar	11/6/2014	1hr	Recruiting volunteers for Homeless Connect 01/20
AmeriCorps Nuts and Bolts Planning webinar	11/25/2014	1hr	Nominated and selected for Leader Corps training
Check In with VISTA Leader (Lianna Shepherd)	1/8/2015	2hrs	Media coverage from GRuB regarding presentation
Networking in Your Community webinar	1/15/2015	1.5hrs	Stories of Service 1st Quarter recognition
MLK Service Day: GRuB- Food for Thought prese	1/19/2015	6hrs	Completion of VISTA Blend Resource Development Course
Leader Corps training in DuFront	2/5-2/6 2015	10hrs	
AmeriCorps Week, service @ GRuB	4/15/2015	2hrs	
Governor's Volunteer Service Award- on behalf	4/21/2015	1.5hrs	
Life After VISTA training	5/28/2015	6hrs	

POSSIBLE GRANTS & FUNDING SOURCES FOR 2015-16 FISCAL YEAR						
FUNDER/FOUNDATION	WINDOW PERIOD/ADLINE	WEBSITE	CONTACT	ADDITIONAL NOTES		
Satterberg Foundation	April 6, 2015 for letter of inquiry Sept. 1, 2015 for full proposal	http://www.satterberg.org/open_grants/guidelines	Shian Zongolowicz satterberg.org	*We submitted LOI 4/6/2015 Rejected 5/8; Nat has more info!		
Safeco Insurance Fund	No deadline, but after 9/30 may not review till Jan 1	http://www.safeco.com/about-safecocommunity/giving-guidelines/giving-guidelines	Paul Hollie, Foundation Director Safeco.Foundation@libertymutual.com	*Also does event sponsorships! *Applications reviewed every 10 weeks		
Renton Community Foundation	*check during summer, apply fall	http://www.rentonfoundation.org/	Lynn Bohart, Lynn.Bohart@rentonfoundation.org	*Also see Circle of Giving domestic violence advocacy		
PacifiCorp Foundation	*June 15?? Double check deadlines, numm	https://www.pacificpower.net/about/foundation.html	Lilisa Hall, Executive Director (503) 813-7050			
OneFamily Foundation	Fall cycle: 1st Friday of August Spring cycle: 1st Friday of March No deadline	http://ffnw.org/onefamily/application-guidelines	Therese Ogle, Foundation Advisor OgleFounds@aol.com	domestic violence advocacy		
Norcliffe Foundation		http://www.thenorcliffefoundation.com/guidelines.html	Contact: Dana Pigott, Pres. online@thenorcliffefoundation.com	capital , 3-6 month turn around		
Medina Foundation	No deadline	http://www.medinafoundation.org/	Aana Lauckhart, Prog. Off. Info@medinafoundation.org	Nat emailed 6/18		
The Seattle Foundation GiveBIG one-time fundraising event	*Missed deadline, apply Feb '16			don't think we qualify		
Calthay Bank Foundation	*Accepting LOI for 2015, no deadline listed.	https://www.calthaybank.com/Calthay-Foundation/Application-Guidelines	Nancy Morikawa (626) 279-3876	\$1,000-\$10,000		
Georgia-Pacific Foundation, inc.	Cycle: January 1-October 31	http://www.gp.com/GPCOM/Company/CommunityFoundation	Curley M. Dossman, Jr., Pres. GPFoundation@gapac.com	July 15 and Nov 6 app deadlines, LOI before then *domestic violence advocacy - "safe communities and affordable housing" *Submit at least 30 days prior to 10/31		
The June & Julian Foss Foundation	Cycle: Jan 1-March 31, missed	http://foss-foundaton.org/guidelines.htm	Julie Stuhrl, Administrator administrator@foss-foundaton.org	\$2,000-\$5,000 range	yes	yes-FRS
M.J. Murdock Charitable Trust	*Consider for next year Quarterly grant cycles Fall/Spring *LOI can be submitted at anytime	http://www.murdock-trust.org/grants/general-grants.php	Senior Program Director at 360-694-8415 No name given	capital	yes	
Legal Foundation of Washington	*See attached calendar, will/meline	http://www.legalfoundation.org/pages/grants/grants	Andrea Axel, Director of Grant Programs andrea@legalfoundation.org	*Variety of grant resources, also for individuals, shared with SW		no-civil legal
Campion Foundation	Not listed, says by invitation only	http://www.campionfoundation.org/homeless/index.html	info@campionfoundation.org	*Capacity building funds!		
Bullitt Foundation	Fall docket, before Sept. 15 Spring docket, before March 15	http://www.bullitt.org/grants/grantmaking-process/	grants@bullitt.org No name given			
Ben B. Cheney Foundation	No deadline, proposal letters are submitted throughout the year	http://www.benbcheneyfoundation.org/grants/grants	263-572-2442 No name given			
Paul G. Allen Family Foundation	*Didn't see deadline, see "fall cycle"	http://www.pgfamilyfoundation.org/programs/financial-empowerment	No name given	*Works with Seahawks, Spirit of 12 partners		
Kaboom! Playground Grants	Build it with Kaboom! No deadline Build it yourself, Nov. 2015	http://apply.kaboom.org/	No name given Submit online			
Fortune Family Foundation	(not found)		(not available)	(425) 455-2450		

Potential Corporate Sponsorship deadlines 2015-16 Fiscal Year						
CORPORATION/BUSINESS	POINT OF CONTACT	WINDOW PERIOD	WEBSITE/DETAILS	DEADLINE	NOTES	
Olympia Choral Association	OCsociety@msn.com	Submit application before Aug 1	Form available online: http://www.olympiachoral.org/christmaschart/	8/1/2015		
Haggen Northwest Fresh Food & Pharmacy	Deborah Pieva deb@wainsteinerpr.com	Rolling deadline **Inquired 4/23/15	http://www.haggen.com/customer-care/contact-us/vendors/	n/a		
Girl Scouts of Western Washington	Tim Anderson tanderson@girlsco.org		https://www.girlscoutsw.org/get-involved/pages/partner.aspx			
Columbia Bank	Trevor Park tpark@columbiabank.com	Priority: September! Meets on quarterly basis	*Establish relationship before doing direct ask. Start with email with brief history and detailed program information, then follow up.	September	Supports Capitol Campaigns; total budget is \$1.2 million. offers multi-year funding; flexible general operating funds.	
U.S. Bank	Sharon Hughes sharon.hughes@usbank.com				Funds Program support, capital campaigns, economic opportunities, affordable housing and DV support!	
	Phone: 206-344-7877 direct.				Special focus on hunger relief and career empower.	
Walmart foundation (State or Local)	Deborah Heron: deborah.heron@walmart.com Phone: 503-538-5333	2 cycles; July 13-17, 2015 January 1st-30th.	*Be sure to attach budget, and focus on numbers/data. On-going grant programs: http://www.aarp.org/aarp-foundation/grants	7/17/2015 1/30/2016	*Talk to Deborah before reaching out locally, will help. *Hunger, housing, low-income	
AARP	aarp.foundation@aarp.org					

Puget Sound Grantwriters Association Notes:	Types of Support	Key Factors
Intitution/Foundation		
U.S. Bank Values: improve edu and eco. opportunities for low/moderate income individuals and families.	<ul style="list-style-type: none"> *Unrestricted General Operating support funds *Capital Campaign support; very small with pre-rel *Occasionally in-kind resources for office equip. *Funding priorities: economic opportunities, edu, cultural artistic enrichment and human services. *Has special interest in DV supportive services *Restrictions: fundraising and event sponsorship *Primary funding from United Way <p>(Logo on website? Business development?)</p> <p>7.) Likes to see collaborative efforts</p>	<ul style="list-style-type: none"> *Measures based on a 20 point system; 1.) Is it aligned with mission and values? 2.) Looks at strengths of board of directors; are they advocates? US Bank board member!!! 3.) Outcome measureables 4.) Impact of contribution 5.) Impact on organization- how is it critical to need 6.) Opportunity for US Bank to be recognized;
Columbia Bank Values: Community Involvement	<ul style="list-style-type: none"> *Program Support *General Operating *Capital Campaigns, welcome all asks; \$1.2mil bu *Corporate and Event Sponsorship *Multi-year grant opportunities; flexible use 	<ul style="list-style-type: none"> *How will funds be used? Breakdown of costs. *How will it benefit the organization? *Make relationship first; brief history and program i *Likes quarterly touch-base w/ # people impacted, *Open to negotiating how funds can be used *Likes opportunities for involvement/recognition! *Employee Champions take on sponsorships
Wal Mart Values: *Hunger Relief- top priority! Women's economic empowerment Career sustainability/job readiness *High preference for veterans and military spouse	<ul style="list-style-type: none"> *Has National, State and Local giving programs *At state level, can request \$25K or more; apply for what you need! *General Operating 	<ul style="list-style-type: none"> *Has 2 cycles per year; Jan 1-30 and mid July *Apply online if you do a local ask, not in-person *Reach out to Deborah Harron to help establish relationship with local store manager *Reapply if you get a "no"
**Women's Funding Alliance- out of scope		

Media Site	Event page link	Community Calendars/Contacts		Updates
		1st Contact date	Notes	
Tacoma News Tribune Chamber crest events	http://tacomanewstribune.com/lead-to-a-space-page_included-a-link-to-the-business-lobby	5/1/3/2015 lead to ad space page, included a link to the business lobby		
Travel Tacoma	http://www.travelacommunity.com/chamberinfo/29327/2175	5/1/3/2015 Have to have login, called, left message		
Tacoma Weekly	http://www.tacomaweekly.com/calendar	5/1/3/2015 emailed info@travelacommunity.com		
Thurston Talk	http://www.thurstontalk.com/events-calend	5/1/3/2015 submitted online		
Visit Olympia - Lacey Tumwater	http://www.visitolympia.com/events/2015/06/05/130	5/1/3/2015 submitted online		
Thurston County Chamber	http://thurstontech.org/events-calendar/	5/1/3/2015 emailed info@thurstontech.org		
KIOS	http://kiostv.com/events/2015/06/05/130	5/1/3/2015 submitted online		
Lewis County Chamber of Commerce	http://lchamberdotcom.docusign.com/place_an_event_in_your_chamber_calendar/	5/1/3/2015 submitted online		
The Chronical	http://www.chronicle-dotcom.docusign.com/place_an_event_in_your_chamber_calendar/	5/1/4/2015 submitted online		
City of Lacey	http://www.laceywa.gov/2015/06/05/130	5/1/4/2015 emailed		
The Olympian	http://www.theolympian.com/events/2015/06/05/130	5/1/4/2015 submitted online		
Lacey Chamber of Commerce	http://www.laceywa.gov/2015/06/05/130	5/1/4/2015 submitted online		
Tumwater Events Calendar	http://www.townplaner.com/advertise/	5/1/4/2015 network was unavailable, try again		
Town Planner	http://www.townplaner.com/advertise/	5/1/4/2015 Submitted online. Required pw.		
Olympia Power and Light	http://oplnews.com/events	5/1/4/2015 emailed to Meta, roommate		
King 5 events page	http://events.king5.com/family_center_center	5/1/5/2015 Not sure who posted		
Oly Blog	http://olyblog.net/calendar/	5/1/5/2015 submitted online		
KGY Radio	http://kg5.org/com/category/public-service-announ	5/1/5/2015 Emailed Heidi: heidi.person@kg5.org		
Kiss 106.1	http://www.kissfmseattle.com/calendar/	5/1/5/2015 Emailed: lucian.bosio@hearnmedia.com		
107.7 The End	http://www.1077thend.com/pages/11693342	5/1/5/2015 Emailed: rschroeder@entercom.com		
Mixx 96	http://www.mixx96.com/index_chileidayliste	5/1/5/2015 submitted online		
RECRUITMENT VENUES & CONTACTS		DATES	Email	
Tammy McGee, The Olympian Newspaper		9/6/2014	lmcgee@theolympian.com	
Elin Kornitead, Coffee News		9/1/2014	elink@coffeeneedwin.com	
Traci Curtz, OhBlog... We Are the Media		9/1/2014	curtz@europemediaus.com	
Darcy, Lutheran Church of the Good Shepherd		9/1/2014	darcy@gsolympia.org	
Center for Spiritual Living Church		9/1/2014		
David Hyde BRICK @ South Sound Community College		9/1/2014	hybbs@ausgreen.edu	
James Hibbs (VISTA) Evergreen State College		9/1/2014	maryka@smallblueplanet.org	
Marylea Today Olympia Friends Meeting		9/1/2014		
First Baptist Church		9/1/2014		
Hope Community Church		9/1/2014		
Chris the Servant Lutheran Church		9/1/2014		
South Sound Church		9/1/2014		
Faith Assembly of Lacey		9/1/2014		
Hidden Creek Community Church		9/1/2014		
Mountain View Church		9/1/2014		
New Bridge Community Church		9/1/2014		
Lacey Community Church		9/1/2014		
First Methodist Church		9/1/2014		
St. John's Church of Olympia		9/1/2014		
Elizabeth, The United Church		9/1/2014		
Paul, Really Church of Olympia		9/1/2014		
Carol Ryser, Westminster Presbyterian Church		9/1/2014		
Pastor Nathan Boyd, Abundant Life Apostolic Church		9/1/2014		
The Sounds Newspaper contact: Christopher Waggoner		9/1/2014	christopher@thesoundsnews.com	
Amy, Thurston Talk newspaper		9/1/2014	submit@thurstontalk.com	
Bible Presbyterian Church		9/2/2014		
Valley Head Assembly of God		9/2/2014		
Christ the Rock Community Church		9/2/2014		
City Life church		9/2/2014		
Paramount Christian Church		9/2/2014		
Hills, River Ridge Covenant Church		9/2/2014		
Matt or Meta, Olympia Power and Light		10/9/2014	olympiapowerandlight@gmail.com	
Ryan Walker, Olympia Film Society		10/13/2014	volunteer@olympiafilmsociety.org	
Collene Street, Christian Church				
Colleen Street, Christian Church				

Volunteer Management

Volunteer Management requires a lot more output than what you get in return; the time you put into recruiting, reworking or preparing the training materials, presenting, entering data, following up and scheduling for an average group of 6-10 people may result in 1-3 consistent volunteers...however, it is an extremely important job! We depend on our volunteers to keep our shelter open every night and weekend, and it would not exist without them!

Volunteers can get burned out, just like we do...AND they're not paid! We have to keep them happy and feeling appreciated if we want them to stick around.

Examples of communication, dealing with conflict, tips for retention, our Volunteer Spotlight pieces from 2014-15 and appreciation are featured here to give you ideas for how you can continue to work on volunteer coordination, and making it an overall positive experience.

A tip: If someone decides to stop volunteering or never ends up volunteering, don't take it personally! It's rarely a reflection on you. It might not be a good fit for their own mission and values, or causes they're passionate about. They might just be busy, or maybe they want to be involved in another way. Family emergencies or illness are also huge factors!

A Tip: if a new volunteer wants to try hosting or greeting and there are already two regulars volunteering that day, it's totally okay to ask one of them to take a break for the night! Most of them really appreciate it, and I've been told by several volunteers they feel it's unnecessary to have a third greeter or host!

WATCH OUT for the mid-June graduation weekend!! I remember I spent ALL day trying to find coverage for shelter that weekend. Other days that are hard to get coverage for include the holidays; Thanksgiving, Christmas, Mother's Day, 4th of July, etc...

A personal touch: If you know a volunteer is about to have surgery, or if they're sick, if they've suffered a loss in their family, if they haven't volunteered in awhile, if they just had a baby...check in! I start with an email and see what they respond with. I also try to send cards; in special circumstances I'll get a card and have everyone sign it! And I also send birthday cards out. Volgistics will post it on the welcome page upon signing in, so you'll always know when it's someone's birthday. ☺

Volunteer Call Out List

*Updated August 2015

Volunteers call out all the time- due to emergencies, vacations, illness, car trouble...you name it! This is an immediate list to refer to when it happens, so you aren't scrambling to find someone!

When you've tried everyone on this list, go ahead and try any of current interns/work study students.

If they can't do it, ask permission from staff to call folks like former Cold Weather staff Noelle Giles, who are paid.

If they can't do it, talk to Natalie & Keiya and ask for help.

NAME:	CONTACT:	POSITION:	STIPEND?	Notes:
James Parris	(360) 451-7407	Emergency Host	Yes	*Bus rider
Merrill Williams	(253) 961-6293	Emergency Host	Yes	
Ophelia Franklin	(360) 292-9734	Greet, usually Host	Former	Prefers weekends
Toby Woods	(360) 250-1049	Greet, usually Host	Former	Work Study; taking a break
Carol Little-Reed	(360) 791-3218	Greeter	No	Good in a sticky spot, can often come early!
Ashley Disken	(360) 581-1293	Greet/Host	No	*With children
Cara Applestein	(202) 602-2619	Greet/Host	No	
Erin Griffin	magicmumu@gmail.com	Host	No	Thursdays only
Raina Grygorowicz	(575) 224-1671	Greet/Host	No	
Joan Martin	(360) 402-9610	Greet	No	
Anthony Arriola	(360) 890-0209	Greet/Host	No	
Amanda Larson	(360) 464-5035	Greet/Host	Former	*Busy now, will help later
Jane Drager	(206) 369-6401	Greet/Host	No	Also good for child care help
Whitney Faulkner	(360) 280-9267	Greeter	No	Former staff
Cam Stein	(650) 759-1060	Greeter/Host	No	
Dagmar Growe	(360) 701-7027	Host	No	
Deborah Palma	(917) 202-2943	Host	No	Active Duty Military
Rita Reynoldson	(253) 678-5520	Greeter	No	
Pam Johnson	(360) 628-1564	Greeter	No	
Donna Murphy	(360) 701-5454	Greeter	No	Good in a sticky spot/last minute
Kami Wilkins	(360) 480-8339	Host	No	
Michelle Harvey	(360) 481-2045	Host	No	FSC Board Member
Noelle Giles	(971) 337-0110	Host	YES- Paid	Staff Permission

Thursday March 26, 2015, 6-7:30PM at Pear Blossom Place

Facilitators- Katherine and Natalie

Meet n Greet Agenda:

1.) Introductions:

Name, position, how long have you been volunteering, special skills...

2.) Review agenda items:

a. Need to add anything?

3.) News/Updates:

- a. New software! Volgistics—goal to have it up, running and ready before I leave!
- b. Plan to apply for new VISTA, keep fingers crossed!
- c. New volunteer groups; Latter Day Saints church, Oly 20s/30s, West Oly and high school rotary, working on Girl Scouts...214 active volunteers to-date!
- d. Shelter Events Calendar for April

4.) Survey results—What's working? What's not? How can we help improve this?

"What do you dislike about working at shelter?"

- a. 47% Don't feel like they have anything to do
- b. 19% Lack of consistency with enforcing shelter rules/policy
- c. 16% Transitioning out of shelter, saying good-bye to families
- d. 25% other; cleaning up messes after families, not comfortable intervening during conflict, see a need for translation services and training needs to include more cultural awareness, gossiping, overstaffing, needing better host training, not feeling opinions/ideas are respected as a volunteer, out of date binders and resources...

"Volunteer Appreciations..."

*58% June, 50% July for an annual volunteer appreciation event, with 89% preference towards an outdoor family BBQ at a local park...any more ideas or feedback?

*Current appreciations; recognition in Monday emails, monthly donations from Olympia Food Co-op of coffee/tea/snacks, birthday cards (late for March, sorry!), Harlequin tickets...what else can we be doing to help folks feel appreciated?

*National Volunteer Week April 12-18!

5.) Training Manuals/Presentation

- a. Needs to be updated!! Suggestions for improvement? What would make it more engaging and interesting?
Is it too long/too short?

6.) Volunteer position descriptions/committees

- a. 5K Run/Comedy Night committees
- b. Volunteer Coordinator/Recruitment
- c. Hospitality committee, acting in my place
- d. Birthday party committee
- e. Dance/Exercise instructor
- f. Other ideas??? What kind of skills/duties would you want to do as a volunteer?

7.) Additional agenda items...