

## **GUIDELINES FOR NOVEC HELPS VOLUNTEER ACTIVITIES**

- Eligible organizations must be tax-exempt under IRS section 501(c)(3), and focus on health causes, youth education, youth sports, community and civic organizations, and the arts.
- Individuals, travel, religious or political groups will not be considered for volunteer resources.
- All requests should be in writing. Please complete attached form.
- Scheduling priorities are programs that directly enhance the quality of life or essential services in NOVEC's service territory or area of impact, and add value to the community.
- Agencies with a NOVEC employee serving on the board of directors or in a leadership capacity are given special consideration.
- All HELPS projects require a NOVEC employee to serve as the NOVEC HELPS project coordinator so even when a project meets guidelines, a project coordinator must also be determined. NOVEC encourages employee volunteerism and community leadership, so agency requests which include a NOVEC contact are accommodated whenever possible. If no coordinator steps forward, the activity request may be declined.
- Normally only volunteer activities that can be accommodated outside of regular work hours are considered. Services to agencies during regular work hours are considered corporate in-kind contributions, not volunteerism, and should be directed to Public Relations staff.
- Agency requests should be submitted as early as possible. Requests are reviewed at NOVEC HELPS Steering Committee meetings that are held on the second Thursday of each month. Large projects need to allow adequate research and organization time.
- Requests should provide clear, measurable goals, a timetable, and a budget for the proposed project.
- The length and complexity of the project, and the financial and material resources required, will weigh significantly in the HELPS steering Committee decision to accept or decline the request.
- Agency agrees to recognize the NOVEC volunteers' contribution of time and talent.