



Ambassador Volunteer Description

Working Together has need of volunteers in a variety of areas, such as fundraising, establishing a volunteer network or speaker's bureau. While a great deal of time is not needed to serve, a one-year minimum commitment is requested. An ambassador serves as an agency representative acting as a contact for employees who want more information about Working Together or need an application. You can be as creative as you wish. For example, write articles for your agency newsletter, post announcements on bulletin boards, send emails, speak to employee groups, and coordinate a fundraiser through your employee council. It's up to you. You CAN make a difference. Ambassadors will follow agency protocols for organization activities and assure compliance with agency policies and procedures.

I. VOLUNTEER OPPORTUNITIES

Below is a list of the primary categories of the volunteer opportunities. A brief description is also provided, but an ambassador may find other means to contribute. Please check the area(s) you are volunteering for.

Employee Relationship Builder

Answer questions and give out applications for assistance. Help employees fill out application forms. Provide a liaison between the WT Board and the agency employee base. Assist with recruiting other ambassadors to build a network of volunteers. Seek out creative ways to recognize and reward employees who further the mission of WT.

Fundraiser

Assist with various activities to raise funds in the agency. Arrange for speakers or man a WT table for the Colorado Combined Campaign at the agency. Create and develop agency-specific fundraising activities and select employees from the agency to assist as team members when needed. Provide assistance to other ambassadors or employee councils with fundraising ideas and assistance as needed. Coordinate development activities with external sponsors.

Publicity/Marketing

Distribute brochures throughout the agency. Develop additional informational pieces such as email blasts, employee newsletters, bulletin board announcements, employee council agenda items, posters, etc, to increase employee awareness of giving opportunities and assistance available. Recruit and enlist other employees when team efforts are needed.

Phone

Take a 2-week period to return calls on the Working Together line providing information about WT and the application process.

II. QUALITIES

Working Together does not have the means to provide training. All ambassadors must maintain strict confidentiality and be willing to commit for a period of at least one year. Necessary traits include reliability, credibility, and sensitivity. Effective communication skills with a variety of people using a broad range of communication tools are essential. The successful ambassador will be readily accessible to employees throughout the home agency.

Please describe any special qualities you offer Working Together. Examples include: volunteer-related courses, experiences or skills; fundraising experience, leadership, ability to travel (without reimbursement), etc.

III. AGREEMENT

I have read and understand the volunteer description and required qualities. I agree to commit at least one year.

_____		_____
Ambassador Name (Print)		Work Phone
_____		_____
Department/Higher Education Institution		Fax Number
_____		_____
Work Address	City	Zip

Email Address		
_____		_____
Ambassador Signature		Date

As the Board's Coordinator I have reviewed this document with the volunteer and confirmed the interest and commitment.

_____		_____
Board Member Name (Print)		Work Phone
_____		_____
Work Address	City	Zip

Email Address		
_____		_____
Board Member Signature		Date