



Millionair Club
C H A R I T Y

Volunteer Orientation

Multiplying Our Impact

Introductions

- Please Share
 - Your name
 - Why you are choosing to invest your time and efforts in MCC
 - Your volunteer assignment at MCC
 - What you hope to get from this orientation

Agenda

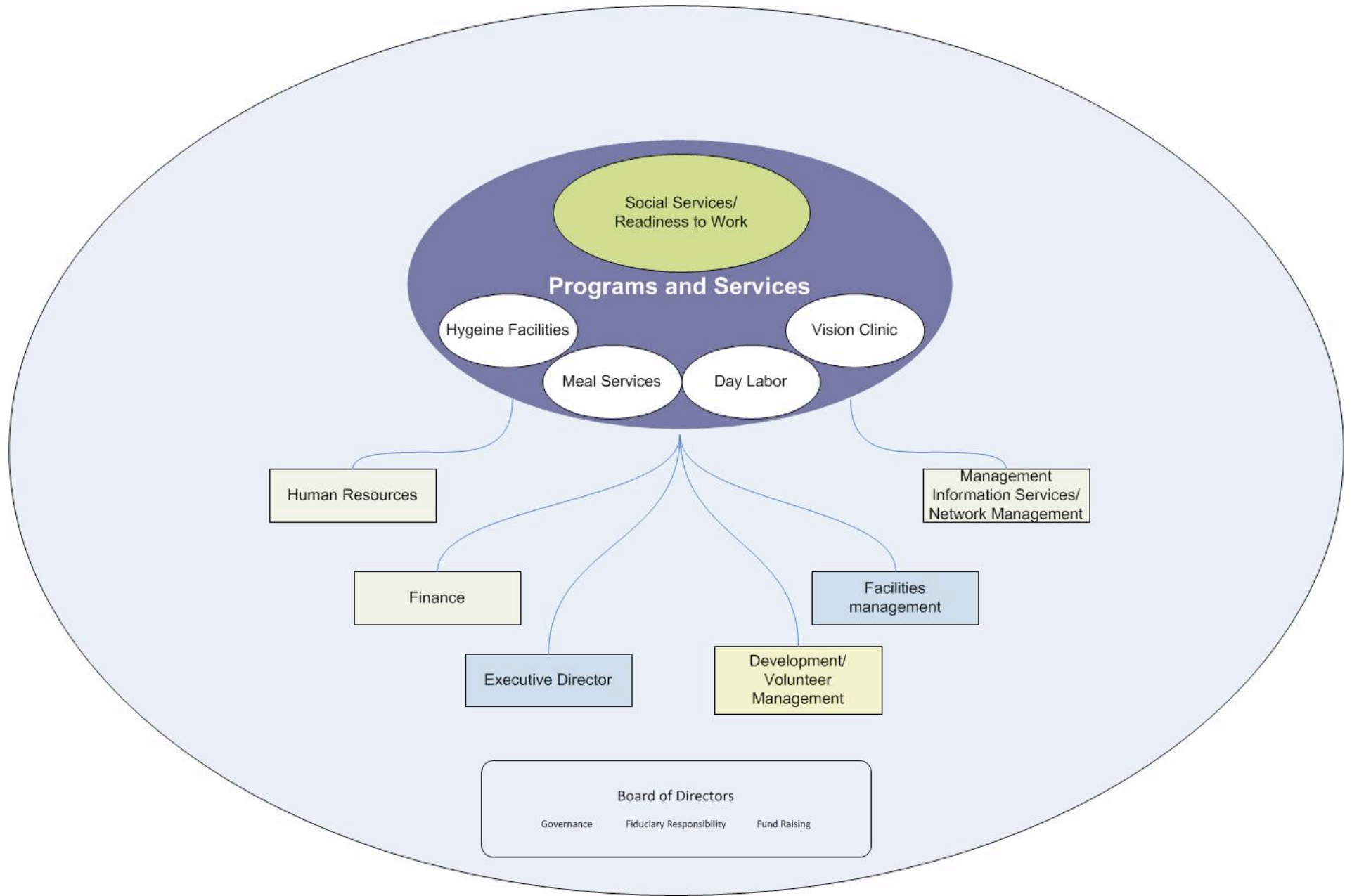
- Welcome and MCC Overview
 - Volunteering at MCC
- MCC Volunteer Management Policy



Millionair Club
C H A R I T Y

Volunteers...

- Increase our capacity to serve
- Improve the quality of our services
- Educate and involve the community



Hygiene Facilities

Meal Services

Day Labor

Vision Clinic

Social Services—Readiness for Work

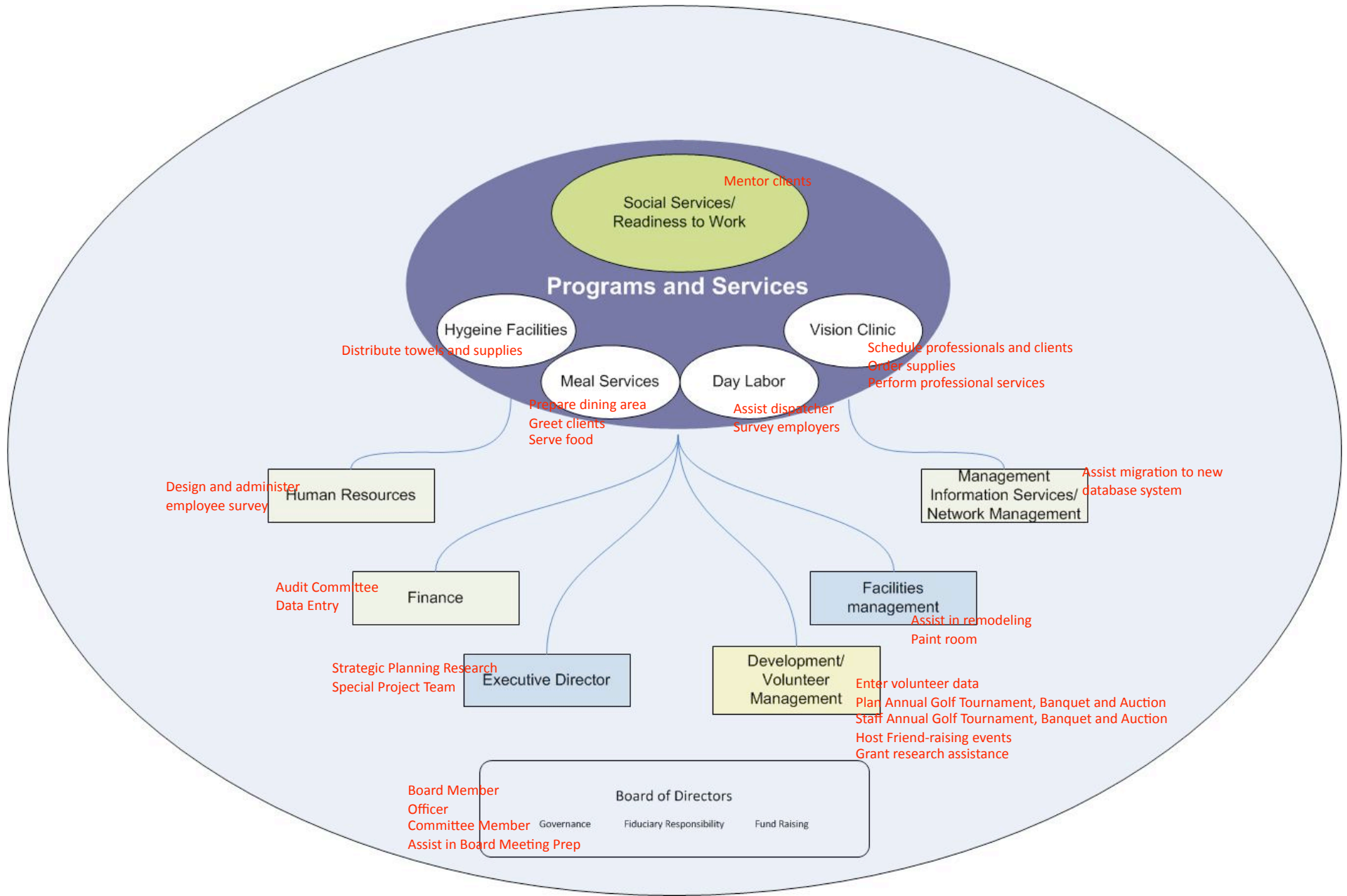
Facilities Management

Development and Volunteer Management

Executive Director

Finance

Board of Directors



Programs and Services

**Social Services/
Readiness to Work**

Mentor clients

Hygiene Facilities

Distribute towels and supplies

Meal Services

Prepare dining area
Greet clients
Serve food

Day Labor

Assist dispatcher
Survey employers

Vision Clinic

Schedule professionals and clients
Order supplies
Perform professional services

Human Resources

Design and administer
employee survey

**Management
Information Services/
Network Management**

Assist migration to new
database system

Finance

Audit Committee
Data Entry

**Facilities
management**

Assist in remodeling
Paint room

Executive Director

Strategic Planning
Research
Special Project Team

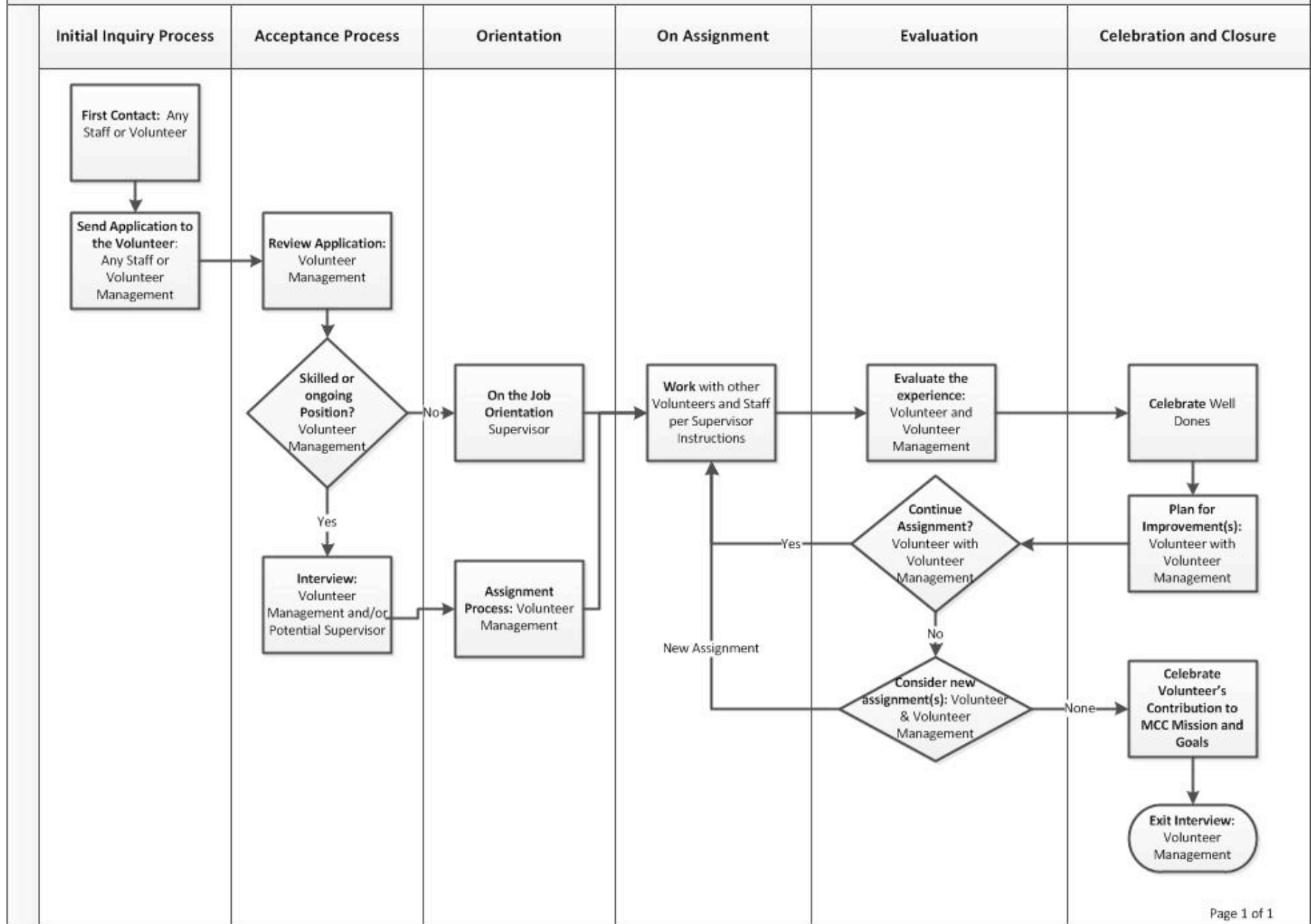
**Development/
Volunteer
Management**

Enter volunteer data
Plan Annual Golf Tournament, Banquet and Auction
Staff Annual Golf Tournament, Banquet and Auction
Host Friend-raising events
Grant research assistance

Board of Directors

Governance | Fiduciary Responsibility | Fund Raising
Board Member
Officer
Committee Member
Assist in Board Meeting Prep

MCC Volunteer Management Processes--Volunteers' View



Facilities and Equipment

Building Layout

Emergency Provisions

Equipment

Records and Reporting

- Your personal information is confidential and will not be shared or sold outside MCC
- We do need to know the actual hours you serve
 - Time sheets

Dates to know...

- Our major fundraising event, a Golf Tournament with banquet and auction. It happens on the last Saturday in July
- Our major volunteer appreciation event is _____ and happens _____.

Our Client Population

- Demographics
- Potential concerns

Policy Acknowledgements

We ask you to specifically acknowledge certain policies:

- Confidentiality
- Conflict of interest
- List the rest

Summary

- MCC's history, culture, mission, programs, services and clients.
- How MCC is structured
- Where you fit in the structure.
- The Volunteer Management System