

## **NFLL Process for MCC Volunteer Opportunities**

The MCC coordinator who is looking for volunteers should contact the MCC Office of Community Partnerships: Neva Hansen or Sammy Trujillo.

Neva or Sammy makes sure the MCC coordinator has provided all the necessary information.

- What the opportunity is called. (e.g., We Care Wednesdays)
- Details about what a volunteer would do.
  - Is there a minimum amount of time expected during a shift?
  - Where is the event held?
  - What time do they need to be there?
  - Are there physical requirements to volunteer? (eg, do they have to be on their feet the whole time, or lift heavy items?)
  - Who should the volunteer contact if they have further questions?
- Dates/times of the opportunity.
  - Is this a one-time event or on-going?
- If there is a flyer that contains information, or a website, please attach the flyer or a link.
- MCC contact name, phone number, and email

When all the information is available, Neva or Sammy sends the request to Mary Adamick.

Mary Adamick will send out an all-member email to see if any members want to sign up. Any inquiries Mary receives will be sent onto the MCC coordinator or MCC contact person.

New Frontiers does not keep records of these volunteer projects. We send out requests to our members and whoever is available and interested contacts the MCC coordinator.