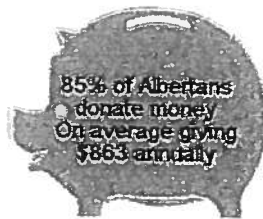
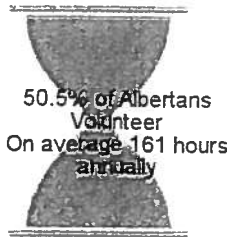


# Alberta's Volunteers

2013 General Social Survey: Giving, volunteering and participating



49.6% volunteer  
181 hours  
81.1% donate  
average \$995 per year



Men vs. Women



50.6% volunteer  
141 hours  
89.1% donate  
on average \$738 per year

## Organizational Information and Checklist

	Yes	No	Who/where
Historical documents (our story)			
Bylaws			
Mission/vision			
Strategic Plan			
Certificate of Incorporation			
Job descriptions			
Terms of reference			
Contact information – key people			
Financial Documents <ul style="list-style-type: none"> <li>▪ Budget</li> <li>▪ Financial Statements/records</li> <li>▪ Signing authority</li> <li>▪ Bank account</li> <li>▪ Chequing account information/ receipts</li> <li>▪ Petty cash process/statement</li> </ul>			
Meeting Minutes			
Insurance Policy			
Volunteer tracking information			

**PROPOSAL WRITING EXERCISE**

**ACTIVITY 1**

**A. Organization Overview**

**Summary of the mandate, membership and main activities of your organization project (100 words maximum)**

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**Summary of the programs and /or services your organization provides to the community project (100 words maximum)**

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**In the last year your organization has served: \_\_\_ number of clients, \_\_\_ number of paid staff, \_\_\_ number of volunteers**

**ACTIVITY 3**

**B. Project Overview:**

**Project title:** \_\_\_\_\_

**Brief Project Overview – Two to three sentences that concisely describe your project (100 words maximum)**

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**What need is there for the project that is not currently being fulfilled in the community?**

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**Describe any partnerships and/or collaborations for the project?**

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**What is the anticipated start date \_\_\_\_\_ and completion date \_\_\_\_\_?**

**If your organization has a current operating surplus, operating reserve, or unrestricted cash assets please provide and explanation of what you plan to do with these funds if they are not allocated to this project.**

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**If your organization has a current operating or accumulated deficit, explain how the deficit was acquired and the plan for reducing it:**

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**In the last year your organization has served: \_\_\_ number of clients, \_\_\_ number of paid staff, \_\_\_ number of volunteers**

**C. Project information**

**Describe your organizations experience in carrying out projects of a similar nature or scope:**

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**What percentage of funding for the project is: confirmed \_\_\_\_\_, pending \_\_\_\_\_ still to be fund raised \_\_\_\_\_.**

**How will your organization sustain the project in the future?**

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If your organization does not receive the full amount of funding, is the project still viable? If yes, please explain:

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How many people will benefit from the project? How is this measured (what is the basis for the figure)?

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Please describe why your project is important:

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**BUDGET**

Revenue:

	Confirmed amount	Pending	Total amount
Your organization			
Other funders			

Expenses

Description	Quote source	Total Cost

## **ACTIVITY 2**

### **Getting to Know People, Getting People to Know Your Cause**

1. What's the problem (or opportunity) you trying to solve (or capitalize on)?

2. How are you going to solve it?

3. What do you need them to do?

