

Application to Join Volunteer Centre County as a Community Partner!



Any 501(c)(3) organization in good standing or public school or eligible local government entity located in Centre County, PA that would like to become a Community Partner of Volunteer Centre County (VCC) may submit this information either online at www.volunteercentrecounty.org, or by printing and mailing this completed form to P.O. Box 92, Port Matilda, PA 16870 (please print double-sided to save paper and to avoid paying extra postage), or by scanning this completed form and emailing it to info@volunteercentrecounty.org.

You may use this document to gather what responses your organization needs to have ready for the online application, which can make online key-in faster as we do not have a way to save your data in-process online.

To apply to be a Community Partner, please provide the following information. Once we receive this information, we may contact you to continue the process of setting up your organization in Volunteer Centre County's system if it meets Volunteer Centre County's requirements.

Please understand that we need you to commit to maintaining regular communication with us to stay in good standing as a Community Partner.

Please read and accept our legal conditions protecting your rights and/or your organization's rights, as well as our website's and app's rights including our privacy policy, waiver of liability, and terms located at the bottom (in the footer) of our homepage at www.volunteercentrecounty.org.

I AGREE TO VOLUNTEER CENTER COUNTY'S LEGAL DOCUMENT PRESENTING ITS PRIVACY POLICY, WAIVER OF LIABILITY, and TERMS LOCATED AT THE BOTTOM OF THE WWW.VOLUNTEERCENTRECOUNTY.ORG HOMEPAGE IN THE FOOTER.

Executive Director's Name (please print)

Date: Month/day/year

Executive Director's Name (please sign)

1. PLEASE SELECT YOUR ORGANIZATION'S ENTITY TYPE

Please select ONLY ONE:

- ☐ A charity located in Centre County, PA (that is, an entity having an IRC 501(c)(3) designation and in good standing with the PA Bureau of Charitable Organizations, PA Department of State, and the IRS)
- ☐ A public school in Centre County, PA
- ☐ An eligible local government entity in Centre County, PA

If none of these options describe your organization, you may request a special exception. Exceptions will be reviewed on a case-by-case basis.

- ☐ Special Exception Request – because this organization does a significant amount of its work in Centre County, PA.

Please provide the organization's IRC 501(c) entity type (e.g., 501(c)(4), 501(c)(13), etc.):_____1

2. ORGANIZATION’S NAME, WEBSITE, ADDRESS, and EIN

Organization’s Name: _____

Organization’s Website: _____

Address Line 1: _____

Address Line 2: _____(Suite #, P.O. Box)

Zip Code: _____ Please make sure your zip code is on the list below.

Volunteer Centre County was set up to only serve organizations with a physical location in one of the following zip codes. If your organization does a significant amount of activity in Centre County yet is located outside of Centre County, please let us know by emailing us at info@volunteercentrecounty.org and we will consider an exception.

Zip Code List for Centre County, Pennsylvania

16677	Sandy Ridge	16826	Blanchard	16856	Mingoville
16801	State College	16827	Boalsburg	16859	Moshannon
16802	University Park	16828	Centre Hall	16864	Orviston
16802	State College	16829	Clarence	16865	PA Furnace
16803	State College	16832	Coburn	16866	Philipsburg
16804	State College	16835	Flemington	16868	Pine Grove Mills
16805	State College	16841	Howard	16870	Port Matilda
16820	Aaronsburg	16844	Julian	16872	Rebersburg
16823	Hublersburg	16851	Lemont	16874	Snow Shoe
16823	Pleasant Gap	16852	Madisonburg	16875	Spring Mills
16823	Wingate	16853	Milesburg	16882	Woodward
16823	Bellefonte	16854	Millheim		

☐ Please check the box if you would like this address to be publicly viewable on the VCC website

Organization’s EIN: _____
(this information will not be posted to the website)

3. VOLUNTEER POINT PERSON (this information will not be posted to the website)

Please identify the person who will work with VCC and receive submissions from volunteers. This is the email to whom all volunteer requests and correspondence will be sent.

Please note that email addresses will not be displayed on the VCC website and are kept confidential. All volunteer applications will be sent to the email address stated below. **Please be willing to accept Volunteer Centre County’s phone calls and commit to working with us to make Volunteer Centre County a high-quality portal for informing potential volunteers of your organization’s needs.**

Volunteer Point Person – First Name:_____

Volunteer Point Person – Last Name: _____

Volunteer Point Person – Email:_____

Volunteer Point Person – Phone # (include area code):_____

NOTE: THIS EMAIL ADDRESS WILL BE USED BY THIS PERSON TO SIGN-IN TO THIS ORGANIZATION’S ADMIN PANEL ON THE VOLUNTEER CENTRE COUNTY WEBSITE.

4. EXECUTIVE DIRECTOR’S CONTACT INFORMATION (INCLUDE HERE EVEN IF SAME AS THE VOLUNTEER POINT PERSON) – this information will not be posted to the website

Please be willing to accept Volunteer Centre County’s phone calls and commit to working with us to make Volunteer Centre County a high-quality portal for informing potential volunteers of your organization’s needs.

Executive Director – First Name:_____

Executive Director – Last Name: _____

Executive Director – Email:_____

Executive Director – Phone # (include area code):_____

NOTE: THIS EMAIL ADDRESS WILL BE USED BY THIS PERSON TO SIGN-IN TO THEIR ORGANIZATION’S ADMIN PANEL ON THE VOLUNTEER CENTRE COUNTY WEBSITE.

Once logged in, the Executive Director can set up additional users to access this organization’s portal online.

5. CLASSIFY YOUR ORGANIZATION Please choose **ONLY ONE** category to classify your organization.

- ☐ Animals

☐ Arts, Culture, Theatre, Humanities

☐ Children, Youth

☐ Civic Clubs

☐ Crisis, Emergency, Support

☐ Education, Research

☐ Environment, Nature, Gardening

☐ Human Services, Health, Hunger, Homelessness

☐ International
- ☐ Justice, Legal, Advocacy

☐ Leadership

☐ LGBTQ+, Diversity

☐ Literacy

☐ Philanthropy

☐ Religion, Spirituality

☐ Sports, Recreation, Fitness

☐ Wellness, Mental Health

☐ General

6. ENTER A DESCRIPTION OF YOUR ORGANIZATION INCLUDING ITS MISSION [1,000 character limit]

WHAT TO EXPECT GOING FORWARD

First, A member of the Volunteer Centre County team will verify that your organization is in good standing by checking one or more of these sites:

- <https://file.dos.pa.gov/search/business>
- <https://www.charities.pa.gov/#/page/searchCharities>
- <https://apps.irs.gov/app/eos>

Second, we will make sure that your organization is in compliance with our requirements to become a Community Partner found in our legal document (terms of service) and on our FAQ page:

<https://volunteercentrecounty.org/become-partner>

Third, if we have any questions, we will contact you.

if your organization is approved as a Community Partner, your organization will be permitted to submit as many requests as needed for volunteers’ services and/or for donated goods. All posts for volunteers’ services and donated goods are reviewed and approved before going “live” on both the www.volunteercentrecounty.org website, and the VCC app. All volunteer and donated goods’ needs will also be posted to VCC’s social media (Facebook and Instagram). **We ask that you DO NOT INCLUDE EMAIL ADDRESSES IN YOUR DESCRIPTIONS of services or goods needed. This is to prevent bots that may crawl the site from potentially compromising your email.**

Also, if your organization is approved as a Community Partner, your organization will be invited to submit news about your organization’s events, awards, fundraisers, and anything you’d like the public to know about your organization. “Spread the Word” news is shared by emailing it to info@volunteercentrecounty.org. This news will also be posted to our social media (Facebook and Instagram), as well.

Third, if your organization is approved as a Community Partner, it is expected that your organization will comply when a member of the VCC team periodically contacts your organization to make sure that your requests are timely and up-to-date. We take pride in keeping our site fresh and current. Also, we may periodically ask you some survey questions to gather feedback that can help us in applying for grants and applying to other funding opportunities.

If you have any questions that you would like us to address, or have any feedback you would like to offer, kindly tell us. We take pride in addressing concerns and creating an inclusive culture.

Please send this completed document to Volunteer Centre County, P. O. Box 92, Port Matilda, PA 16870. It is best to print double-sided to save paper and possibly postage. Or scan it and email it to info@volunteercentrecounty.org.

Thank you for applying to become a Community Partner of Volunteer Centre County! Your request will be reviewed and a member of the Volunteer Centre County team will reach out to you soon to discuss. Please allow a few days for Volunteer Centre County to get back to you. If you have any questions, please contact Volunteer Centre County at info@volunteercentrecounty.org.



**Volunteer
Centre County**

Where YOU Make a Difference!