

United Way of Central Oklahoma  
Community Investment Volunteer Calendar  
For Calendar Year 2019 – Community Investment Funding Year 2019/2020

Activity	Date	Time/Location	Description
Volunteer Training/ Orientation	Tuesday, January 29  <i>or</i> Thursday, January 31  (two available sessions)	Two Sessions to choose from: <b>8:30 AM – Noon</b> on Tuesday, January 29 <sup>th</sup>  <i>or</i> <b>1:30 PM – 5 PM</b> on Thursday, January 31 <sup>st</sup> United Way of Central Okla., 1444 NW 28 <sup>th</sup> St Oklahoma City	<b>All new volunteers strongly encouraged to attend training.</b> The training provides new volunteers with an understanding of the Community Investment process and their role and responsibilities. This session includes an update on changes for 2019, a review of the volunteer expectations and calendar, principles and funding criteria, agency policies and procedures, information on United Way research on community needs and how to review applications for funding.
Subcommittee Meeting #1	Between February 4 - 22	*TBD (1 to 1.5 hours)	Subcommittee forming meeting where the volunteers learn about the Partner Agencies to be reviewed and their funded programs. Experienced volunteers share information from prior reviews to get everyone up to speed on recent history and what to expect. The Subcommittee will also review Mid-Year Reports and set future meeting dates. Co-Chairs may provide a brief orientation before the meeting for those who missed the Volunteer training.
Subcommittee Meeting #2	Between March 13 - 22	*TBD (1.5 to 2 hours)	Extensive review of proposed program funding requests for 2019-2020. This includes a review of the Allocation Request Packages containing details on use of United Way funds. The group will discuss the proposals and formulate questions to be addressed by the agencies prior to the site visits.
Agency Site Visits	Between April 8 - 26 (these visits typically occur in 2 half-day sessions or in 1 full day)	*TBD (~8 hours)	Partner Agency leadership will provide a complete and comprehensive presentation about United Way funded programs, the need for the amount requested, and a tour of the agency (if appropriate). The agency is directed to allow time for questions and answers.
Subcommittee Meeting #3	Between May 2 - 17	*TBD (2 hours)	Develop funding recommendations, positive feedback, suggestions, and/or concerns to be included in the official award letter sent to each agency.
End-of-Year Report	Friday, August 10 (Will receive the reports from UW staff)	N/A (~1 to 2 hours)	Review End-of-Year Reports. Contact United Way staff with any questions or concerns generated by the reports.

*\*Exact times and locations to be determined by each Subcommittee. Times shown are approximate.*