

Community Investment Volunteer Calendar
For Calendar Year 2024 – Community Investment Funding Year 2024/2025

Activity	Date	Time/Location	Description
Volunteer Roundtables	Tuesday, January 23 <u>or</u> Wednesday, January 24 (two available sessions)	Two Sessions to choose from: 8:30 AM – Noon on Tuesday, January 23 <u>or</u> 1:30 PM – 5 PM on Wednesday, January 24	All new volunteers strongly encouraged to attend this orientation. The roundtable provides new volunteers with an understanding of the Community Investment process and their role and responsibilities. This session includes an update on changes for 2024, 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.
Subcommittee Meeting #1	Between February 5 - 19	*TBD (1 to 1.5 hours)	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 End-of-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 11 - 22	*TBD (1.5 to 2 hours)	Extensive review of proposed program funding requests for 2024-2025. 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 6 - 17	*TBD (2 to 2.5 hours)	Develop funding recommendations, positive feedback, suggestions and/or concerns to be included in the official award letter sent to each Agency.

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