

Hands On Nashville

POST A VOLUNTEER NEED TO HON.ORG



Hands On
NASHVILLE

Hands On Nashville builds capacity for its Community Partners by providing volunteer management strategy, consulting, technology and recruitment.

For organizations that don't wish to enroll in the **Community Partner Program**, Hands On Nashville offers a self-serve way to post intermittent volunteer needs.

Organizations May Choose From Two Types of Posts:

	DATE & TIME SPECIFIC OPPORTUNITY	TO BE SCHEDULED / INDIVIDUALLY SCHEDULED
Project Details:	<ul style="list-style-type: none">• Take 1 to 3 hours to complete• Are meaningful “hands on” volunteer work supporting day-to-day operations and ongoing needs• Require no advance training of volunteers• Are “done in a day” and does not require any additional commitment from volunteers <p>Successful group volunteer project examples include:</p> <ul style="list-style-type: none">○ <i>Passing out water at a race</i>○ <i>Playing bingo with seniors</i>○ <i>Walking dogs</i>○ <i>Serving a meal</i>	<ul style="list-style-type: none">• These volunteer placements are best for opportunities that require:<ul style="list-style-type: none">○ Flexible scheduling or long term commitments○ Skilled volunteers○ Training, and/or a background check○ Have flexible start and end times• Allows for conversations to happen before organization and volunteers commit: <p>Successful to be scheduled positions include:</p> <ul style="list-style-type: none">○ Reception area volunteer○ Tutor/mentors○ Event photographer
Signup Process:	Volunteers sign up directly at HON.org	Interested volunteers express interest about details of the volunteer posting.
Cost:	\$25 for one project with up to three shifts. \$40 for up to six shifts.	\$25 for up to three projects.
Length of Post:	All shifts must be based around the same event, and must happen within 90 days.	Each project will be listed for 90 days.

Do you have a volunteer project that occurs weekly or monthly?
Consider the Community Partner Program
[HON.org/communitypartner](https://hon.org/communitypartner)

Hands On Nashville

Posting Volunteer Needs on HON.org



Hands On
NASHVILLE

SIGN UP PROCESS:

Volunteers must find your volunteer opportunities online, and then click the **Sign Up** button to indicate they are committed to attending.

ASSIGNING AN OPPORTUNITY COORDINATOR:

When a volunteer signs up for your project, the person you list as the **Opportunity Coordinator** will receive an automated email with the volunteer's name and email address. The Opportunity Coordinator will also receive an email if the volunteer removes himself or herself or is placed on a wait list.

EDITING POLICY:

We all make mistakes. With that in mind, community organizations may email HON@hon.org one time per volunteer opportunity to request edits to their submission. Changes to the project time or location are included in this editing policy.

CANCELLATION POLICY:

Should you need to cancel a project, email HON@hon.org as soon as possible. The HON office will remove the opportunity from HON.org so that no additional volunteers are added. We will leave it to you to notify your volunteers. Hands On Nashville reserves the right to remove projects from its site. If your project is removed, the Opportunity Coordinator will be notified via email.

In order to post a volunteer project on HON.org, your organizations must:

- Be designated by the IRS as a 501(c)(3) nonprofit or faith-based organization with a profile on GivingMatters.com; or is a school, government agency, hospital, hospice or senior living facility.
- Have liability insurance that covers volunteers.
- Not withhold services based on membership or religious affiliation/participation.
- Not be not a political campaign.

Please note: Hands On Nashville does not recruit or refer volunteers to:

- Work with private individuals independent of an agency.
- Engage in political campaigns and partisan activities.
- Handle money or make direct financial asks as part of fundraising activities.
- Take part in direct religious activity or proselytizing.

READY TO ENROLL?

1. Fill out the [Intent to Post form](#)
2. Submit your agency's certificate of liability insurance that covers volunteers to HON@hon.org
3. Submit [payment online](#)

Once HON receives your form, liability insurance, and payment, the person you list as the primary contact on the Intent to Post form will receive an email confirmation with a secure link to post their volunteer needs. Please allow up to three business days upon receipt for processing.