

Volunteer Center For Anne Arundel County
2666 Riva Road, Ste 130, Annapolis, MD 21401
Phone: (410) 897-9207, Fax: (410) 222-4589
E-Mail: info@volunteerannearundel.org, Website: www.volunteerannearundel.org

AGENCY CHECKLIST
Before Contacting the Volunteer Center Following a Disaster
To Request Disaster Volunteers

- Confirm that agency is registered with the Volunteer Center For Anne Arundel County.**
If no, locate and complete registration, available online or per instructions.
- Learn whether a VMC has been authorized by Anne Arundel County's Office of Emergency Management.**
 - If yes, obtain contact information from local authorities via phone, internet, or Emergency Radio broadcasts
 - If no, remain patient, await further instructions or contact Volunteer Center at 410-897-9207 or email info@volunteerannearundel.org
- Determine what volunteers can do for your agency. Identify potential tasks in your Agency Preparedness Plan.**
Tasks to be completed by unaffiliated volunteers are: _____
- Verify that position descriptions or task outlines are available for volunteers.**
 - If yes, are copies available for Agency and/or On-the-Spot training.
 - If no, is there a designated individual(s) for volunteer orientation.
- Confirm agency's designated Volunteer Coordinator:** _____
- Verify that agency Volunteer Coordinator will train and supervise volunteers as appropriate.**
- Verify that agency has forms, policies, and procedures for volunteers in place.**
- Verify that agency Volunteer Coordinator will collect and maintain copies of VMC Referral Forms..**
- Determine and confirm how many volunteers the agency can use.**
Minimum number _____ Maximum number _____ of volunteers requested
- Obtain and complete Agency Request for Disaster Volunteers form, available online at www.VolunteerAnneArundel.org or per instructions.**
- Complete ONE form for each position description or task required. *Keep a copy* for Agency files.**
- Review request forms for completeness, incomplete forms may be subject to delays.**
- Deliver request(s) to Volunteer Mobilization Center**
Requests may be accepted in person, by fax, email, or telephone depending on the emergency, and/or available communication systems.
- Request(s) will be reviewed and confirmed by VMC staff.**
- VMC staff will make requests available to registered spontaneous, unaffiliated volunteers according to established VMC procedures. The VMC cannot guarantee that requests will be filled. ****
- ALL volunteers registered through the VMC will have a VMC Referral Form and VMC identification.**

** The Volunteer Center For Anne Arundel County provides volunteer recruitment and referral to nonprofit agencies. The Center does not pre-select or guarantee placement with any Agency. Potential Volunteers are referred to positions based on their specific interests, skills, and availabilities, but may be required to comply with any and all regulations and requirements of the Agency utilizing the Volunteer's services. The Center will work with Volunteers and Agencies to find appropriate referrals, but there may be times when none can be made. Volunteers may decline to work for an Agency. Agencies may decline volunteers.