



Project Peace Partnership Agreement (SSP)

Project Peace East Bay hopes to cultivate a merciful and just society by creating a network of churches and social service providers working together to better our local East Bay communities and cities.

See www.ProjectPeaceEastBay.org for more details.

Benefits to becoming a Project Peace Partner:

Awareness

- Promotion of your agency's services and needs on Project Peace Website and in printed materials
- Recognition at Project Peace celebrations and fundraising events
- Exposure at many local churches and in the community

Assistance

- Resource your events, programs, and operation
- Volunteer recruitment, training, and coordination

Augmentation

- Project Peace hopes to augment your existing programs through our network of volunteers and social service providers:
 - By connecting people who become deeply committed to your organization who will bring their particular passions, competencies, and networking connections on a *pro bono* or discounted basis
 - By networking your organization with other service providers that will enhance and increase your scale of service



Partnerships with Social Service Providers (SSPs) will be established using the following guidelines:

- Geographical Guidelines:
 - Preference given to SSPs located and serving in Berkeley or Oakland
- Organizational Guidelines:
 - Professional staff in place with capacity to oversee and cooperate with PP service coordinators on monthly projects
 - Organizational sustainability
 - SSP has a need for volunteer support, and projects that a group (vs. individuals) can meet during a 2-3 hour service opportunity
- Occupational Guidelines:
 - The SSP is serving in one of the following four ways:
 - a) Immediacy: meeting the needs of under-resourced populations including the homeless, single parent and/or low-income families, or the elderly.
 - b) Social Infrastructure: providing direct services to our community; assisting agencies and schools who carry the burden of addressing needs in our communities with limited resources.
 - c) Ecological Sustainability: reclaiming the beauty of our Earth through conservation or sustainable practices.
 - d) Cultural Renewal: celebrating the work of the creative class by supporting local artists as well as helping people discover their career paths and callings.

Each Social Service Provider working with Project Peace agrees to the following:

Coordinating Service Opportunities with the Project Peace Coordinator

- The Director of Partnerships will introduce you to the Project Peace Coordinator (PPC).
- You will work with the PPC to calendar 4 dates of service in the Fall, and 4 dates of service in the Spring. Each opportunity should last no longer than 3 hours.
- The PPC will let you know how many volunteers will be available for each date of service.
- Provide the PPC with the scope and details for the service opportunity and how the volunteers will be utilized.

Communication

- You are responsible for letting the Director of Partnerships know if you encounter any difficulties in working with the PPC and/or group working with your organization.
- You are responsible for cooperative and responsive communication with the Project Peace leadership team and PPC to coordinate monthly or one-time service projects
- Keep Project Peace leadership current with any significant policy changes, staff turnover, strategic revisions, etc.
- Demonstrate *Patience, Perseverance, and Understanding* in all communications! We are in this together!

Evaluation

- Help *Project Peace* evaluate these projects by insuring that your organization completes an online evaluation survey at the conclusion of each service opportunity (8x per year). Surveys can be found at www.projectpeaceeastbay.org, under "Training."
- Each month, follow-up the service project with a phone call or personal letter, thanking the PPC for their group's service, and insuring that their expectations for the project were met.

I have read and understood this document, and I agree to take on and execute the responsibilities of partnering with Project Peace to the best of my ability.

Signature

Date

Name (printed)

Position

Group or organization name

Email

Phone number

I agree to support the above Social Service Provider in order to enable them to perform these duties to the best of their ability.

Project Peace Director of Partnerships

Date

Project Peace Discovery Document

<i>Name of organization</i>		<i>Legal name, if different</i>	
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of Organization's Top Executive</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of person responsible for volunteer coordination</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of person filling out application if different from above:</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
If no, is your organization a public agency/unit of government? _____ Yes _____ No

If no, do you operate using a fiscal agent? If so, list name and address of fiscal agent:

_____	<i>Fiscal agent's EIN number</i>
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Organization's Mission Statement:

Population served (include racial/ethnic breakdown, if possible):

Geographic area served:

What percentage of the population you serve is low- or moderate-income?

Summary of Organizational History:

Summary of Organizational Goals:

Brief description of organization's current programs or activities:

Please list and briefly describe your current volunteer opportunities and, if relevant, desired volunteer engagement if partnership were to take place.

Please list your greatest area(s) of need, or the factors that are most hindering you from succeeding in your mission.

Questions you may have for us: