



## Millcreek Promise Volunteer, Community Partner & Research Acceptance Form

Thank you for submitting a volunteer application, we appreciate your interest in and dedication to the Millcreek Promise mission. Please select the appointment that best fits your capacity and understanding of the Promise Program needs.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Organization you are representing: \_\_\_\_\_

Population served by your organization: \_\_\_\_\_

Millcreek resident? \_\_\_\_ Yes \_\_\_\_ No Home address zip code: \_\_\_\_\_

Ethnicity (Optional): \_\_\_\_\_ Pronouns (Optional): \_\_\_\_\_

### \_\_\_\_ 1-year Millcreek Promise Leadership Committee Role:

- Attend Millcreek Promise Leadership Committee Meetings
- Exhibit ownership in the Millcreek Promise Leadership Committee
- Join the Millcreek newsletter and follow Millcreek Promise on Facebook and Instagram – personally or through your organization
- Provide feedback to Promise Program Manager and Subcommittee Chairs at Leadership Committee meetings
- **Help staff support all subcommittee members by connecting them to resources, other leaders, trainings, grant opportunities, legislative bills, events, etc.**
- **Send reminders to your network about appropriate subcommittee interventions, promotions, changes, volunteer events, Millcreek needs, network openings, etc.**
- **Support staff by sharing your own events and resources through all Millcreek Promise media channels**

### \_\_\_\_ 1-year Sub-Committee Chair Role:

- Attend Millcreek Promise Leadership Committee Meetings
- Exhibit ownership in the work of the team
- **Report at Leadership Committee meetings according to the template and training with the Promise Program Manager**
- **Help staff prepare subcommittee meetings, attend them, and eventually facilitate the meetings, following a handoff from Promise Program Manager**
- **Update monthly Action Accountability sheet with Co-Chair to confirm and track subcommittee action item completion, and encourage the sub-committee to follow up on action items**
- **Send reminders to the subcommittee about meetings**
- **Attend at least (2) 3.5-hour trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI) from United Way of Salt Lake or the Promise Program Manager**

#### \_\_\_\_\_ 2-year Sub-Committee Co-Chair Role:

- Exhibit stewardship in the work of the team
- **Support staff by encouraging the sub-committee to follow up on action items**
- **Update monthly Subcommittee Workflow spreadsheet with other subcommittee members or remind them to fill it out, and confirm that it is complete with Subcommittee Chair**
- **Attend at least (2) 3.5-hour trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI)**

#### \_\_\_\_\_ When Subcommittee Chair is unable-

- Attend Millcreek Promise Leadership Committee Meetings
- **Report at Leadership Committee meetings according to the template and training from city staff**
- **Help staff prepare sub-committee meetings and attend them, and eventually facilitate the meetings following a handoff from staff**
- **Send reminders to the subcommittee about meetings to support the staff**

#### \_\_\_\_\_ 1-year Subcommittee Secretary Role:

- **Attend all Millcreek Promise Subcommittee Meetings**
- **Serve as primary record keeper and organizer of meeting notes**
- **Make sure all notes are uploaded to the corresponding subcommittee Google Drive by the end of the meeting day**

- Follow up with staff support on fulfilling primary research project duties on project management, engagement, gathering data, information, etc.
- Attend at least (1) 3.5-hour training on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI).

#### \_\_\_\_\_ **2-year Sub-Committee Member Role:**

- Exhibit ownership in the work of the team
- Support staff by encouraging other members to follow up on action items
- **Support staff by making calls, sending emails, sharing events, creating resource information, connecting organizations and various resources into the Millcreek Promise network.**
- **Work with the subcommittee to create, cohost, and run events, expand existing events into Millcreek, reach out to community partners for data, and collaborate with residents to gather input.**
- **Update monthly Subcommittee Action Accountability Sheet Workflow and confirm with Subcommittee Chair that individual tasks are completed**
- **Attend at least (2) 3.5-hour trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI)**

#### \_\_\_\_\_ **2-year Data Partner Role:**

- Collaborate with the Promise Program Manager to outline data that meets the needs of the Promise Program or benefits the data capacity of Millcreek as a whole.
- Support staff through submitting requested data as available
- **Support staff submitting data through a data partner form on a rolling basis as defined by you, your institution, the Promise Program Manager, or a Millcreek Promise Subcommittee Chair or Co Chair**
- **Attend any available trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI)**

#### \_\_\_\_\_ **Research Scholar Role:**

- Have an approved research project submitted to the Promise Program Manager that meets the needs of the Promise Program or benefits the data capacity of Millcreek as a whole, as determined by the Program Supervisor.
- Support staff through duties as assigned by the Promise Program Manager and approved by the host academic institution.

- Support staff by making calls, sending emails, sharing events, creating resource information, connecting organizations and various resources into the Millcreek Promise network.
- Attend any available trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI)

\_\_\_\_\_ **Ongoing event volunteer role:**

- Please select if you would just like to be notified of any upcoming volunteer opportunities with Millcreek Promise or Promise Community Partners.
- Please select if you would like to attend any available 3.5-hour trainings on Results Based Accountability (RBA) or Results Based Frameworks (RBF); Equity, Inclusion & Belonging 101 (EIB); or Continuous Quality Improvement (CQI)

**Upon selection of a support appointment, criteria for approval includes the following:**

- Have a completed Millcreek Volunteer Application on file
- Interacted with the Promise Program Manager
- Completed the Millcreek Volunteer Acceptance Form
- Attended two or more Millcreek Promise meetings of any kind
- Uploaded a signed Volunteer Liability Waiver
- Attended the Millcreek Promise Orientation, viewed PowerPoint, and taken quiz