

University Retirees Volunteer Center (URVC)

Toolkit

7/7/21

URVC Handbook (2020 – 2021)

- i. Describes the overall processes and procedures
- ii. Includes
 1. Office Basics (organizational chart, list of people, office procedures, office equipment and supplies, website monitoring and updating)
 2. Engaging with Volunteers (examples of ways to connect with people)
 3. Technology Basics (Better Impact Volunteer and Project tracking database)
 4. Common project areas
 5. Project Folders (how to handle and enter project information)