**Tips for Meeting Your Community Partner Agency**

Before meeting your community partner, go to their web site and find out about them.

Most community partners have the following:

- Mission Statement
- Volunteer handbook
- Statement of benefits for volunteers, i.e. parking, meals, childcare, training
- Job descriptions
- Orientation and training
- Supervision methods
- Policy for corrective action
- Background, police or health check information
- Insurance coverage for volunteers
- Ways to recognize volunteers

During your meeting/interview:

- Organize yourself and practice good phone communication skills before making the call.
  If the coordinator is not available, leave a specific message about when and how to reach you.
- Be on time for your appointment or call to reschedule in an emergency.
- Dress neatly, be polite and professional.
- Ask appropriate questions to learn as much as you can about the agency.
- Know your availability to volunteer.
- Communicate special skills, i.e. graphic design, accounting, public speaking.
- Be enthusiastic, i.e. willingness to learn beyond your class assignment.
- Use good listening skills, i.e. eye contact, posture.
- Smile and have a positive attitude.