

USAWC AY 2019 SPOUSES' PROJECT



LEAVE A LEGACY

VOLUNTEER PROGRAM GUIDEBOOK

Positively Impacting Military and Civilian
Communities Through Volunteerism



FOREWORD

The Military Family Program (MFP) at the U.S. Army War College provides graduate-level educational opportunities and experiences to senior leaders and their spouses and families to strengthen their resiliency and effectiveness. As part of this MFP mission, the Spouse Project was established over thirty five years ago. Each year, a group of volunteer U.S. Army War College student spouses adds a useful reference—promoting self-reliance and enhancing individual and family well-being to the family readiness toolkit.

This year's project, titled "Leave a Legacy Volunteer Program Guidebook: Positively Impacting Military and Civilian Communities through Volunteerism," represents the amazing work and dedication of the Class of 2019 senior spouses. This service-oriented, volunteer-based program will serve as a clearinghouse of volunteer opportunities and special seasonal drives/projects available with non-profits in the local Carlisle and Cumberland County area and enrich the relationship between the military and civilian community. Interested USAWC active duty, retirees, civilians, and family members can take advantage of the program to find rewarding volunteer opportunities suited to their talents and interests. The step-by-step guidebook outlines best practices, potential pitfalls, first-hand accounts, success stories, and forms.

I want to thank all the project members for sharing their wisdom, lessons learned, and time in the development of this year's project. Their unique contributions and personal insights remind us of the importance of individual growth, personal sacrifice, loyalty, and leadership. It is an honor to support this invaluable project.



John S. Kem
Major General, U.S. Army
Commandant

Leave A Legacy Volunteer Program Guidebook

Positively Impacting Military and Civilian Communities Through Volunteerism

By: Katarina Ashburn, Rachel Brown, Lindee Luper, Jan Meert,
Shay Miller, Megan Paone, Chris Verneti, Sharon Work

Introduction

The Leave A Legacy Volunteer Program (LALVP) is the official AY 2019 Spouse Project for the United States Army War College's Military Family Program. The LALVP is a service-oriented, volunteer-based program which seeks to enrich the relationship between the military and civilian community in Carlisle, PA and surrounding areas by offering community service opportunities to military spouses and family members throughout the year.

The operation of the Leave A Legacy Volunteer Program is much like a clearinghouse of information to assist volunteers in finding organizations in need. This affords participants a convenient way to partner their unique skills with the needs of those in the local community, without spending a great deal of time searching for volunteer opportunities. It also offers an opportunity for those seeking volunteer hours and experiences for their educational pursuits or professional credentials.

This guidebook outlines steps to take, options to consider, and essential elements in creating the Leave A Legacy Volunteer Program in your military community. Please consider using this guidebook if you hope to inspire volunteerism and a legacy of giving and kindness wherever you land in your military journey.

Disclaimer:

The information provided within this guide is for general educational purposes only. It does not reflect the official policy, endorsement, or position of the Department of the Army, Department of Defense, or the United States government.

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Leave a Legacy Volunteer Program

Origin

The Leave A Legacy Spouse Project was started in 2017 by Kerry Irvin, an Army spouse who saw the need of military spouses and family members to fill the gap in employment throughout the year while stationed at Carlisle Barracks by serving as volunteers in the Carlisle, Cumberland County, and neighboring communities.

It is often difficult for family members to find employment while their military service member attends the Army War College. Some of the spouses shared their frustration of putting their talents on hold for the duration of the year and it seemed like such a waste. Kerry wanted to explore the possibility of creating a project that would combine the obvious talents and abundant resources in an effort to reach beyond just a “one and done” type of project. That was the genesis of Leave A Legacy.

Mission Statement

The mission for the Leave A Legacy Volunteer Program is to provide volunteer information for active duty, guard, reserve, and retiree military spouses, military civilians, and dependents through a volunteer clearinghouse. It serves to expedite the process of finding volunteer opportunities, to supply contact information for nonprofit organizations in Carlisle and surrounding areas of Pennsylvania, and to offer resources for the Pennsylvania State background check process, where applicable.

Vision

Identifying a need in those who arrived at the War College to find purpose and opportunity in the midst of a community dealing with many hardships, Kerry Irvin felt compelled. She was inspired to fill the gaps in the community with the resourceful spouses that arrive in Pennsylvania every year. Her passion became a vision which grew into a project named “The Leave A Legacy Project.” Kerry involved the AWC community in civic projects and ultimately strived to pair talents and skills with organizations in need. Kerry’s words sum up the program’s vision:

“The title may be a proper noun, but it is also a verb, a call to action. A challenge. The act of leaving a legacy sounds daunting, but when looked at in the scope of individuals reaching out to better their community, while also bridging this so-called military/civilian divide, each act of kindness, each hour spent volunteering to help those in need, creates a lasting imprint. That is a legacy.”

Volunteer opportunities within the community, as provided through Leave a Legacy Spouse Project, will give these military dependents fulfillment and purpose, as well as help them build and hone marketable skills for when they return to their career field or the future job market.”

Source: USAWC AY 2018 Spouse’s Project The Mighty Military Spouse pp.66-67

Kerry has served as the foundation for the success of LALVP as its founder, and under her guidance, it is flourishing at Carlisle Barracks. It takes a village, however, to establish the continuity this worthwhile volunteer project deserves as she prepares to move on. At the onset, the USAWC AY 2019 spouses wanted to take the Leave A Legacy Volunteer Program to the next level by cementing its place within the Carlisle community. *Our main focus and vision for this program is to create a sustaining volunteer program that motivates the military community to go into the civilian communities and support their needs.* We also wanted to broaden the USAWC reach and create more opportunities for fellowship with those who we may not otherwise meet. Beyond USAWC, we hope that the LALVP serves as a program that can be brought to installations who find the need across the DoD.

A Home for the LALVP on Military Installations

With many volunteer programs being eliminated from the U.S. Army, we are providing a reference manual to establish a volunteer-based guide that has potential to fulfill many roles that the Army Volunteer Corps(AVC) once did.

Historically, civilians looking to volunteer within the Army/military community would register with their AVC coordinator and then receive correspondence on what kind of opportunities were available. The LALVP, more simply, functions as an information clearinghouse of volunteer opportunities both on and off the military installation for those who wish to serve.

Identify the leadership

Identify who will take the lead. Is there a team of individuals who can divide and conquer, or is this a passion project of one? Either way is feasible. Be realistic with your expectations, respect the time available, and remain mindful that you are leaving a legacy for those who follow you.

- There is power when one is inspired to make a difference. (Note the Kerry Irvin story)
- A team of individuals, perhaps a mix of permanent party, retirees, and short-term residents can work together to create the LALVP on an installation. Furthermore, the retirees/permanent party can carry the torch to provide continuity and enhance sustainability for years to come.
- Partnerships with installation programs like BOSS, spouse clubs, FRGs, and the chapel create the foundation for building a strong LALVP.

Research what may already exist

Before you establish the LALVP in your community, find out if there are volunteer services provided on your installation through Army Community Service (ACS). If so, meet with the AVC Coordinator at ACS to discuss what volunteer services are on post and what is being done to disseminate information to spouses/families on opportunities to volunteer within the community. Check with DoD programs like Military Family Program and the garrison command team who may facilitate volunteer opportunities in your community. Additionally, check to see if there is a Family Readiness Group (FRG) within your unit. Connect with the FRG leader to talk through their experiences with volunteerism in the unit and also within the military and civilian communities. They may be able to offer resources and help with this project. If there are programs already in place, then creating a LALVP-type program could augment and assist the established programs.

If the AVC no longer exists or there isn't a program created, establishing the LALVP is a way to inspire change. By starting a LALVP, you are creating a one-stop shop for community members to go out into their military and civilian communities to provide volunteer support.

To get started, reach out and set meetings with garrison officials who are keenly aware of volunteer programs on the installation and in your community. Speak with them about resources available, what types of volunteer opportunities exist within the community, and which non-profits still need to be vetted and introduced to the military community. Once you have met with appropriate installation staff, meet with the Spouses' Club Outreach Coordinator, or an equivalent. They may have some information of which the installation is unaware, and be able to put you in touch with others who are familiar with volunteer coordinating. Going a step further, they may want to absorb this program into their club and create a sub-club, if they think a volunteer component would benefit their overall program.

Lastly, look to senior spouses for advising and coaching on how to navigate some of these uncharted waters. Perhaps some of them are well-versed in volunteering and would like to help out where they can. Plus, if they've been at the installation for a while, they may have connections to the civilian community that could be beneficial.

Decide on a path for the LALVP in your community

Connecting with an existing DoD organization

Working to connect with an existing DoD organization is a difficult path to choose, but the long-term impact, sustainability, and influence within your community has tremendous potential. This journey is one to choose when time and patience are abundant. The decisions and analysis of every word and idea in this process is extremely thorough. The purpose, structure, liabilities, involvement, and potential concerns are scrutinized by JAG and the directorship of the program to avoid any conflicts with Army Regulations or program mission. All the steps involved on this path are essential but choose it only if you have time and perseverance to see it through.

Creating a private organization

By creating a private organization, you will have more control over the operations and social media usage than if you were under a DoD-sponsored program, such as the Military Family Program or an equivalent. By falling under a DoD-sanctioned program, you are setting yourself up to operate under a recognized, supported, and established program. You are also setting yourself up to operate under their rules and regulations, and managing a program with more bureaucracy than you would as a private entity. With a private organization, the LALVP will need a constitution and bylaws submitted for approval. Refer to Army Regulation, AR 215-1, for more information.

Creating a partnership with other private organizations like the Spouses' Club

If setting up a private organization seems too daunting a task, perhaps approaching your spouses' club is an avenue to take. If you are thinking about bringing a volunteer program to a spouses' club, here are some mutually beneficial reasons:

- Under a private organization, you can operate with more flexible rules/laws and less red tape
- It deliberately highlights the club's mission and vision to membership and community at large
- It serves as a powerful recruiting tool for those seeking community involvement
- It fosters a deeper foundation and connection with local organizations who rely on volunteerism
- It improves financial awareness to organizations for the Community Grants programs
- It provides opportunities to develop new skills or align professional skills with organizations of interest. In some cases, credits can be earned that are required for education or professional certifications.

Partnering with the Spouses' Club

With the approval and guidance of the executive board of the spouses' club, particularly the Parliamentarian, the LALVP can operate as a "sub-club" under the Outreach Coordinator or Volunteer Coordinator. A sub-club is a social opportunity provided to the club membership. The sub-club can include a committee who maintains the roles of the program to foster growth, disseminate information, and help with community outreach. This approach is a productive and appropriate solution to avoid any conflicts of purpose and participation with the club's constitution and by-laws. In order to open the LALVP to all community members who may not be interested or financially able to participate as a general member, the spouses' club can submit a modification to their constitution and bylaws to include a special membership.

Operating as a sub-club under the Outreach Coordinator would allow for the utilization of a special membership like a Volunteer Associate Membership (Appendix D) which would address the following concerns:

- **Sub-Club:** Operating as a sub club or social opportunity under the Outreach Coordinator removes any age limitations set by the constitution. As a social opportunity, chosen by an individual for participation, the spouses' club as a connection point for volunteering is released from any liability while the individuals are serving.
- **Volunteer Associate Membership:** Offering a **non-paying** membership for those interested in participating in the LALVP only opens the opportunity for involvement to any and all interested individuals in a military community. This includes international students who want to experience volunteering in this country, as well as anyone who may not have the financial resources to pay.

Moving forward as a sub-club in a spouses' club partnership, here are some tips:

- Consider using the LALVP Guidebook as a reference tool.
- Consider using the LALVP as a summer recruiting opportunity to generate interest and connection, as individuals and families have more free time. At the USAWC, it is an opportunity to capture new student families and summertime transitions of permanent party members.
- Consider utilizing the LALVP as a positive recruiting opportunity for those who are not historically involved with a spouses' club.

There will be stumbling blocks along the way regardless of the option you choose. As long as you are transparent with what you are doing, and check in with JAG and other leadership to work through the kinks, it will work. Many times we moved one step forward with progress only to slide two steps back, but we worked around situations by thinking outside the box and working with trusted agents/advisors.

Utilize JAG for legitimacy

The Judge Advocate General's Corps, or JAG, is essential in creating a long-standing, credible program. JAG is available to you for legal guidance and will steer you in the right direction to make the LALVP a trustworthy and reliable program. They provide the proper legal language for various documents, such as disclaimers. As a reminder, JAG is there to provide guidance. Unless something is illegal, they cannot prohibit you from doing something; rather, they can tell you how to better do something. In order for the volunteer program to come to fruition and become a legal organization/entity, a JAG review is mandatory to ensure the organization's activities comply with existing laws and regulations.

It is important to determine if you want to create a private organization or if you want to fall under an already established DoD program. Work with JAG and find out what information and documents they will need in either situation. In both cases, you need to include a detailed proposal. An example is provided in Appendix A. Your proposal to JAG includes, but is not limited to:

- Purpose/mission of organization
- Leadership structure
- Needs from the installation
- Outreach methods
- Social media/website proposal

You do not want to, in any way, look like you are sponsoring/supporting or picking organizations over others. JAG will be able to provide verbiage to properly explain what you are trying to accomplish. Refer to documents submitted to JAG by LALVP 2019 in Appendix C. Once you have met with JAG

and received your stamp of approval, it's time to network and build your clearinghouse of volunteer information.

Build your Network of Community Organizations

After you have met with the appropriate people, start building a database of non-profit organizations and points-of-contact for each organization you reach out to. If one is already available, start with the already vetted/pre-approved organizations in the area. If you are charged with creating a database, begin with organizations with whom you are familiar, or a place where you may have a connection to help get your feet wet. Practice your "sales pitch" on why the LALVP would benefit them. Unless you have the manpower to target multiple areas, reaching out to organizations in a smaller geographical area might be beneficial as not to overwhelm yourself.

Seek to compile key information on each non-profit organization, such as:

- Name, address, and phone number of organization
- Name, phone number, and email address of organization point-of-contact
- Organization website link (if one exists)
- List of everyday volunteer, service, and supply needs
- Any upcoming events that can be promoted through LALVP social media avenues
- Any background check/fingerprinting/food certification requirements
- Age restrictions for volunteering and any constraints, such as, but not limited to:
 - families welcome (all ages, supervised at all times by parent)
 - teens 13 and up
 - adults (over 17)
 - no pregnant women (pet shelters/cat litter concerns)
 - heavy lifting, no pre-existing heart conditions

Build the LALVP Clearinghouse

The LALVP was created to facilitate connection, helping to pair those who desire to volunteer with community organizations in need. The program ultimately serves as an information resource center for those seeking opportunities for volunteer involvement.

The primary operational goal of LALVP is to *inspire volunteerism through connection and knowledge*. Where do you start?

Building a Framework for LALVP

Taking the lead

For the USAWC Spouses' Project 2019, we committed to developing the LALVP into a sustainable, replicable program locally, but also a framework to be replicated where there is a need for a volunteer program at other installations.

Sustainability in an ever-changing military community is important, to achieve keep things as simple and streamlined as possible.

We created an organizational framework to facilitate the LALVP program that could be operated by one individual, if needed, but would ideally run with a “KEY 3” concept of leadership. The distribution of work suggested for these roles is outlined in Appendix B.

Key 3 General Roles of Responsibility:

Chair/Co-Chairs - Starting this project at Carlisle Barracks, for example, two people chose to Co-Chair the LALVP. This might be an option at your installation.

- Establish a group who can commit to taking on a group project and follow through
- Be the main POC for the LALVP
- Oversee and provide guidance on how to establish an LALVP
- Schedule and facilitate all LALVP meetings, and attend meetings with key stakeholders (installation and civilian community)

Community Outreach Chair

- Acts as the main POC for interested nonprofit organizations on how to participate/be a part of the LALVP
- Acts as a Liaison to the non-profit organizations
- Reports to Chair/Co-Chair on various projects/opportunities/issues
- Responsible for updating database with appropriate and timely information

Volunteer Outreach Chair

- Acts as the main POC for people interested in participating as volunteers
- Disseminates volunteer information/opportunities to interested parties
- Reports to Chair/Co-Chair on various projects/issues
- Responsible for updating database with appropriate and timely information

The LALVP Key Elements

The LALVP fosters an environment of giving and volunteering within our military installations and the surrounding communities by *connecting* and *informing*.

Connecting

An important element to fostering volunteerism is engaging with interested individuals and the organizations in need. Once volunteers are identified, direct contact is essential to provide current information about community needs and to bolster interest.

Connecting with volunteers: To help identify individuals interested in receiving information about volunteer opportunities, promotion of the program is key.

Marketing: Consider word of mouth, social media, community information meetings, installation leadership, and their community service organizations as a method of getting the word out about the LALVP. For sustainability, perhaps include retirees, permanent party, active duty families, and DoD civilians.

Partnering: Consider creating partnerships with private organizations as a way to initiate the program. The spouses' club is a creative partnership to encourage involvement across their membership.

Tools for connection: To successfully capture a multitude of generations, connection is important across various forms of media. Information also needs to be timely and continuous with planned, periodic communication.

- **Print materials and bulletin boards:** These remain effective tools for highlighting volunteer opportunities for older generations.
- **Email and websites:** Creating email distribution lists and a website presence are the forms of engagement to achieve success.
- **Social media:** With the rising usage of social media across all age groups, creating social media pages to connect and inform is vital. As we all know, social media is an opportunity to create a sense of community amongst the pool of volunteers and can positively influence volunteer engagement with shared photos, stories of inspiration, and humor. Facebook remains the leader in social media, but depending on the population demographics, other forms of social media like Instagram may be more beneficial.

Connecting with Community Organizations: Review the opportunities on military installations like Army Community Service, Public Affairs, Child and Youth Services, chapel, command FRGs, and military museums. Consider using the internet and social media pages to search and ask. Permanent party/retirees can serve as a wealth of information.

Power of the internet: The organization website is a helpful place to start, as most utilize them to inform, garner support, and enroll volunteers. Social media, especially Facebook, has become increasingly popular and effective in promoting organization mission, operation, and special events. For both the volunteers and the organizations, the Facebook pages and Facebook events are easily shared and the sites usually provide up-to-date information. Social media pages also serve as a productive way to contact the organization.

Face-to-face: Although the internet contains a wealth of information through websites and Facebook pages, creating a personal connection by phone contact or site visits at the community organizations can be the most rewarding to all involved. The connection between individuals will provide a deeper understanding of the skills and time needed by volunteers. It also provides potential for organizations to connect with you and establish coordinated group volunteering events like designated volunteer days and web based enrollment tools like www.signupgenius.com for volunteer management.

Vetting: It is important to screen the volunteer organizations for legitimacy. Consider reviewing the organization's website for mission, board of directors, and financial reports. An evaluation of their volunteer background check process would be helpful to ensure that vulnerable populations are safeguarded.

Tools for marketing (Appendix D)

- Program flyer- promotion for volunteers and organizations
- Volunteer Request Form- standardizes information received
- Recognizable logo- aids in marketing and connection

Informing

As a consolidated source of information about the volunteer needs of community organizations, the LALVP can facilitate individuals finding volunteer opportunities of interest in a timely manner. Increased connection and knowledge increases recruitment. Furthermore, when volunteers have special skills or interests, the LALVP has organizational insight to assist in pairing the skills to an organization more effectively.

Email and social media: Timely and consistent communication helps keep volunteerism relevant in someone's life. Email remains an important form of communication, but social media usage continues to increase across all age groups and as a result is one of the most productive ways to get information out to individuals. Creating a Facebook page as a means to

connect with not only the community organizations but the potential volunteers is probably the simplest method and potentially the most effective of informing. Using Facebook as a tool of engaging and informing is a highly productive way to capture its users and requires the least amount of effort.

Website: Creating a website to house information about volunteer opportunities is a larger task but a productive one. Information about the organizations, links to their websites, links to the social media pages, and a consolidated calendar of events would be a comprehensive method of both connecting and informing volunteers to inspire them into action.

USAWC LALVP 2019 Framework

Utilizing the “Key 3” roles and responsibilities and a team of interested individuals, we worked to establish the program at Carlisle Barracks, PA (Appendix B).

Connecting

We built a roster of volunteers from word of mouth, class recruitment, and the local “USAWC Spouse Share” page on Facebook. In the future, we hope to add new names and emails to our roster of interested individuals identified by the LALVP flyers, USAWC Welcome Expo, USAWC Welcome briefing, CBSC Membership Expo, USAWC AY welcome email from MFP, chapel, etc.

For our program, we established an email account as our primary connection method. The account served as a simple and effective tool to manage the volunteer contact list. With our initial attempts to establish the LALVP as part of the USAWC Military Family Program, we were unable to create a Facebook page without DoD employee involvement. Within a military community, connection and information dispersion is limited under a DoD organization. Any social media accounts need to be maintained by an employee of the organization.

From its inception as a portion of the spouses’ project in 2018, a list of community organizations had been started. We created a “Volunteer Needs” form to distribute to organizations to gather their current volunteer needs in a standardized way. The tool was emailed, hand delivered, and utilized by LALVP volunteers to collect information on websites or over the phone (Appendix D).

Informing

We gathered information from community organizations and shared dates, brief summaries, website links, and contact information in monthly emails. We highlighted upcoming events on our personal Facebook pages. We sought approval from AAFES management to include a “volunteer corner” in the PX building outside the store. It served as a location to post print materials of volunteer opportunities for retirees and customers of the PX.

Taking Action

Collection Drives

We hosted several collection drives over the year to inspire people into mutually beneficial action. We used flyers, word of mouth, and social media to spread the word about what we were collecting and our collection process. It was a fun way to connect with other volunteers and to inform them of the need that existed in the community and the services the organization provided. The advertising of the collection drives served as a promotional event for the LALVP as well. These are the types of drives we hosted:

- Coat/winter accessories
- Toiletries- unused, travel-sized shampoo, conditioner, soap, toothpaste, etc.
- Aluminum cans
- Spring Clean Out- toiletries, gently used children's books, non-perishable foods

Lessons Learned

In our experience, social media has been extremely useful and beneficial in reaching various demographics. If you operate as a private organization, or as part of one, consider creating an LALVP Facebook page and follow any community organizations that have a volunteer page. It is a convenient way to be notified of events, allows easy communication with organizations, and creates a “community forum” online. The Facebook page can also serve as a place of inspiration and means of acknowledging volunteers for their hard work through comments and photos. For our population served, email contact proved to be less influential than social media highlights through personal Facebook postings. Both methods are useful, however, to capture a multitude of audiences.

Also, work to establish a presence on the installation: utilize word of mouth, social media, meetings with command teams and garrison, partner with Scout groups, private organizations, Beta clubs in schools, FRGs, BOSS, etc.

Volunteer Relations and VMIS

Volunteering: Making a difference in your life and the lives of others

Barbara Bush said it best: “Some people give time, some money, some their skills and connections, some literally give their life’s blood. But everyone has something to give.” People volunteer for a variety of reasons. But why should YOU volunteer?

You are needed!

Volunteers make a difference in the lives of those who are served by the organization. You can support families, improve schools, improve community health, protect animals, support youth, and make your community a more beautiful place to live, just to name a few of the avenues where volunteers can contribute.

Build a community

You make a difference in your community, as well as enhance your knowledge of your local community. Volunteering provides you with the opportunity to meet others and develop new relationships with those with like interests. You become a valued part of a team with a common goal.

Your Health

According to the Mayo Clinic, “An analysis of data from the Longitudinal Study of Aging found that individuals who volunteer have lower mortality rates than those who do not, even when controlling for age, gender and physical health.” Volunteering has a positive impact on your health. Stress levels are lowered, your mood improves when you give your time, and you decrease internal tensions by lifting your emotions to a positive place.

Source: <https://mayoclinichealthsystem.org/hometown-health/speaking-of-health/helping-people-changing-lives-the-6-health-benefits-of-volunteering>

Personal Growth

Volunteering with community organizations who specifically offer a service or a need can be beneficial to those who are looking to further develop professional skills or receive education credits for a profession they are already in (i.e. social work, psychiatry).

Hidden talents and passions are often learned when you volunteer. You gain work experience, especially if you get on-the-job experiences. You can gain new skills, build on existing skills, and improve your employment prospects. All of these experiences boost your self-confidence. You begin to employ empathy and self-efficacy through your selfless acts. Most importantly, you’re making a difference. No matter what your volunteerism looks like, just find a way to volunteer!

For volunteer related resources please refer to Appendix E.

Who should volunteer?

The LALVP can reach far and wide, from families with children to eager retirees. Depending on how the program is adopted, the reach is large as there is a need for volunteers in all age groups. Within a military community, the involvement of retirees, permanent party, military service members, military families, and civilians enhances the sustainability of LALVP. This volunteer experience, for all who contribute, forges a strong relationship between the military and the local community.

Tips for Recruiting Volunteers

- Simply “ask” because a personal invitation is hard to refuse
- Inform community about needs of organizations
- Partner with clubs, community groups, and school organizations
- Encourage “bring a friend” to volunteer opportunities
- Set up displays at information expos and gathering
- Place flyers on community bulletin boards
- Highlight stories of volunteer impact on social media

VMIS- an Army volunteer management tool

Volunteers play an integral role in the life of soldiers and their families, and are found throughout the military community. The Volunteer Management Information System (VMIS) can assist the Volunteer Corps to manage dedicated volunteers and allow volunteers a way to track their hours, awards, trainings and certificates.

VMIS provides the tools necessary to manage volunteerism in the local Army community, including online recruitment, volunteer records storage (hours, positions, awards, training), and easy communication with volunteers and organizations.

Volunteers can:

- Manage their Volunteer Service Record
- Locate an Army Volunteer Coordinator
- Apply for volunteer opportunities
- Record and track volunteer hours

The utilization of VMIS also provides garrison leadership with the opportunity to equate volunteer contributions to fiscal savings for the garrison. Volunteers that utilize VMIS have the ability to obtain a documented account of their time and service to a community, which can be extremely beneficial when it comes to compiling a resume. The utilization of VMIS can be a “win-win” for all!

For more information on how to use VMIS:

https://www.myarmyonesource.com/cmsresources/Army%20OneSource/Media/images/Family%20Programs%20and%20Services/Volunteering/VMIS_AVC_Volunteer_User_Guide.pdf

Final Word

In establishing a LALVP program, setting short and long-term goals from the beginning is recommended. The saying “Rome wasn’t built in a day” rings true when building a program on a military installation, but there are options. Keeping the goal of the program, *to inspire volunteerism through connection and information*, as the driver of your actions is essential. Please remember, any level of effort at any scale that fosters volunteerism in your community should be defined as success.

Our final words are “accept the call to action.” Leave a legacy of kindness and giving through acts of volunteerism in your military community and the community in which you reside.

Many Thanks

The spouses of USAWC AY 2019 embraced the opportunity to develop a sustainable volunteer program and guidebook as a spouses’ project. Through open and candid discussions, dedicated volunteerism, and perseverance, we accomplished our goal in a few short months. The LALVP and guidebook were possible because of the guidance and passion of our advisor, Kerry Irvin, the USAWC AY 2018 Leave A Legacy Project founder, and the dedicated and meticulous feedback of Christina Daily, director of the USAWC Military Family Program. We are very thankful for the encouragement and support of Kristy Gallahue, our senior advisor, and Martha Kem, our most avid supporter. The LALVP program and guidebook developed from the ideas and passion of many dedicated spouses. May their efforts inspire volunteerism and enhance community relationships for years to come. Thank you to ALL the incredible people involved.

USAWC AY 2019 Spouse’s Project committee:

Committee Chairs: Shay Miller and Megan Paone

Community Outreach: Katarina Ashburn

Volunteer Outreach: Angela Shiels

Graphic Designer: Rachel Brown

Guidebook Team: Katarina Ashburn, Rachel Brown, Lindee Luper, Jan Meert, Shay Miller, Megan Paone, Chris Verneti, Sharon Work, Catherine McClelland, Sarah Jansen

LALVP Committee and Participants:

AY 2019 spouses: Jan Meert, Summer Barbina, Melanie Fletcher, Michelle Logan, Rachel Brown, Rae Siebold, Petra Gould, Sarah Jansen, Sarah Oh, Michelle Nowak, Rebekah Baim, Megan Spahr, Christine Verneti, Sharon Work, Lindee Luper, Jen Wisniewski, Lenore Lucas, Holly Coombs, Jeneria Matthews, Misty Owens, Amy Burgess, Mandy Freds, Angela Shiels, Shay Miller, Megan Paone, Iris Mason, Christine Tucker, Katarina Ashburn

Permanent party: Amy Mangelsdorf, Missy Hunsinger, Aimee Henderson, Nicole Curry, Kerry Irvin

USAWC AY 2019 Volunteers in Action



Left to Right: Coat Drive Collection, Toiletry Drive Collection, Can Collection, Helping Clean local streams, more(!) cans, Equine Farm, Food Drive, and wrapping up the can collection drive with a truck load of cans!



Left to right: Distributing food at Project Share and sorting over 1,000 toiletry items for the homeless shelter.

APPENDICES

APPENDIX A: An Example of a LALVP Proposal for JAG Review

AY 2019 AWC Spouse Project
Leave A Legacy Volunteer Program

AY 2019 AWC Spouse Project Proposal

The AY 2019 AWC Spouse Project team requests a legal review for compliance with appropriate rules and policies regarding volunteer organizations operating on Carlisle Barracks, PA.

Historical Background

Spouse Project Goals and Objectives:

“The Leave A Legacy Project is the official spouses’ project for the United States Army War College's Military Family Program. Leave A Legacy is a service oriented, volunteer-based program which seeks to enrich the relationship between the military and civilian community in Carlisle, PA and surrounding areas by offering community service opportunities to spouses and family members of USAWC students throughout each school year.

“The operation of the Leave A Legacy Project is much like a clearinghouse of talent and resources which affords participants a convenient way to partner their unique skills with the needs of those in the local community without spending a great deal of time assessing availability.”

Source: <https://www.armywarcollege.edu/orgs/mfp/SpouseProjects.cfm>

Attached is a Project Information Sheet (Appendix F), captured from the Army War College Military Family Program website that further describes the project.

Discussion

Leave A Legacy began as part of the AY 2018 Spouse Project and continued as the AY 2019 Spouse Project. The scope and objective of Leave A Legacy remains unchanged from the initial presentations by the founder, Kerry Irvin, in August and October 2018. The program will continue to serve as a clearinghouse to connect Carlisle Barracks volunteers to volunteer opportunities in the local area. Special projects may cross class years, such as the Coat and Blanket Drive, that collects cold weather items donated by Carlisle Barracks individuals to be distributed to local area shelters and organizations; and the Toiletry Drive, that collects donations of travel-size toiletry items (shampoo, soap, etc.) from Carlisle Barracks to be distributed as supplies to a homeless shelter. The primary objective of the spouses’ project is provide volunteer manpower and conduct special projects comprised of collecting donated new and gently used items for greater good of the community. At no point will Leave a Legacy collect, distribute or handle money: it is a service-oriented organization.

New with AY 2019:

The Spouse Project will create an Implementation Guide using all the best practices learned in the development and continuation of Leave A Legacy. The expected completion and presentation of the guide will be May of 2019. This Implementation Guide will serve as a step-by-step guide for anyone interested in implementing a similar volunteer program at any installation. It will include best practices, potential pitfalls, first-hand accounts, success stories, forms, etc. This guide will be available online as the AY 2019 Spouse Project and also printed in limited number.

AY 2019 has updated the name “Leave A Legacy” to “Leave A Legacy Volunteer Program” to provide clarity.

The original AY 2018 Leave A Legacy project consisted of a single person serving every function of the project, from working with community partners to advertising volunteer opportunities and everything in between. Due to the scope of this position, we determined the need for an executive board, which is described in further detail below.

We are currently developing online information to be a part of the AWC MFP website, in order to communicate with potential volunteers more effectively. We anticipate the addition of online information about the program along with current volunteer opportunities and other items related to the program. We will consider and properly vet any additional opportunities to reach potential volunteers including the possibility of a rotating information display at the PX and/or Commissary and announcements at various events such as CLIF and SSR meetings.

Leadership

Co-chairs: Shay Miller and Megan Paone

Oversee program continuity, new development and implementation. Manage and collaborate with all LAL coordinators and chairs. Work directly with MFP Director.

Community Partner Coordinator: Katarina Ashburn

Primary contact with participating local organizations that have volunteer opportunities.

Volunteer Coordinator: Angela Shiels

Primary contact for potential volunteers seeking volunteer opportunities.

VMIS Coordinator: Jan Meert

Assist volunteers with tracking and recording their volunteer hours in VMIS. Teach volunteers how to set up and use VMIS as necessary.

Implementation Guidebook Coordinator: Sharon Work

Responsible for compiling and editing the “How-to” guide to implementing a volunteer clearinghouse program similar to LALVP at other installations.

Special Projects Chairs:

Toiletry Drive: Katarina Ashburn

Organize collection and distribution of toiletry items.

Coat and Blanket Drive: Jan Meert

Organize collection and distribution of coats and cold weather items.

Points of Contact

Any questions or comments regarding the Leave A Legacy Volunteer Program can be directed to Shay Miller at XXXXXX@mail.com or Megan Paone at XXXXX@mail.com.

APPENDIX B: USAWC LALVP Roles and Responsibilities

LALVP CHAIR

1. Serve as the main POC for the LALVP.
2. Schedule and facilitate all LALVP meetings.
3. Provide guidance on how to execute the steps needed to establishing a LALVP on an installation.
4. Oversee program continuity and potential new development.
5. Manage and collaborate with LALVP volunteer and community coordinators.
6. Work directly with oversight person or committee (MFP Director, Spouses' Club Board or FRG leadership).

VOLUNTEER OUTREACH COORDINATOR

1. The Volunteer Outreach Coordinator will create and manage an email distribution list for the Leave A Legacy Volunteer program XXXXXX@gmail.com account.
 - a. Transfer current participants in 2018 Leave A Legacy Spouse Project roster email contacts into gmail account.
 - b. Add new names and emails to the Google distribution list of interested individuals identified by LALVP flyers, USAWC Welcome Expo, USAWC Welcome briefing, CBSC Membership expo, USAWC AY—welcome email from MFP, chapel, etc.
2. Volunteer Outreach Coordinator manages contact received through the XXXXXX@gmail.com.
3. Volunteer Outreach Coordinator sends a welcome email by BCC to all initially and then to new individuals as needed. See “Volunteer Outreach Coordinator Welcome Email” example at the end of Appendix B.
4. Volunteer Outreach Coordinator sends the monthly snapshots created by the Community Outreach team via email on the 25th of every month (modified as needed for holiday schedules).
5. Volunteer Outreach Coordinator encourages enrollment into VMIS to volunteers.

VOLUNTEER OUTREACH TEAM

1. The Volunteer Outreach team will provide LALVP flyers at the USAWC Welcome Expo, CBSC membership expo, MFP Welcome briefing, chapel, etc.
2. The Volunteer Outreach team will collaborate with the Community Outreach team to coordinate the details of the three annual drives hosted on Carlisle Barracks (Fall Coat Drive, Winter Toiletry Drive, Spring Food Drive).
3. The Volunteer Outreach team manages the “Community Volunteer” information billboards at the PX and MFP office by ensuring recent information is physically posted in a timely manner.

COMMUNITY OUTREACH COORDINATOR

1. Operates as the main POC for organizations interested in knowing more on how to provide volunteer needs and special event information to LALVP.
2. Acts as a liaison to the non-profits organizations.
3. Reports to Chair/Co-Chair on various projects/opportunities/issues.
4. Responsible for updating database with appropriate and timely information.
5. Oversee the operation of the Community Outreach team.

COMMUNITY OUTREACH TEAM

1. The Community Outreach team will collaborate with the Volunteer Outreach team to coordinate the details of the three annual drives hosted on Carlisle Barracks (Fall Coat Drive, Winter Toiletry Drive, Spring Food Drive).
2. The Community Outreach team will contact organizations via phone or in-person and distribute LALVP flyer and community organization assessment form appropriately by hand, email, or both.
3. Upon receipt of organization information, the Community Outreach team will review to establish non-profit status and program intention to affirm that it does not conflict with the U.S. ARMY standards, regulations, and intentions.
4. Community Outreach team will manage the information attained by the community assessment form through Google Sheets spreadsheets and store it on the Google Drive affiliated with the XXXXXXXX@gmail.com account created by the program office. The spreadsheets will serve to manage information categorically for reference.
5. The Community Outreach team will create the monthly flyers from a template stored on the Google Drive affiliated with the XXXXXXXX@gmail.com account.
6. The Community Outreach team will create the monthly snapshot for email distribution (embedded or attachment?). The team will also create the monthly snapshot flyer to be distributed by the Volunteer Coordinator team to the community billboards. The files and templates of these documents will be maintained on the Google Drive associated with the XXXXXXXX@gmail.com account created by the LALVP Chair.
 - a. Event or volunteer opportunities not defined as “regularly scheduled monthly events” or “special events” **will be added** to the monthly snapshots if received via email by the LALVP **on or before the 20th of the month**.
 - b. Short-notice events **received after the 20th of the month** will be posted by LALVP volunteers on their personal Facebook pages and shared to local area associated Facebook groups.

Volunteer Outreach Coordinator Welcome E-Mail Example:

Welcome!

Thank you for your interest in the Leave A Legacy Volunteer Program (LALVP). The LALVP is a volunteer based, service-oriented program created to enrich the relationship between the military and civilian community.

The LALVP will serve as a source of information about volunteer opportunities, along with ongoing collection/donation drives in the greater Carlisle community. We strive to make a difference by pairing talents and interests of active duty, retirees, students and family members with organizations in need. By doing so, we hope to leave a legacy of kindness and giving for generations to come.

A monthly snapshot of local volunteer opportunities will be sent to your email address and posted at our "volunteer corner" at the PX entrance. Please review the information provided and contact the organizations directly. If you have special interests, we will gladly assist in finding a match for your skills.

Thanks again for your willingness to serve others.

Respectfully,

LALVP Volunteer Outreach

LALVP Community Outreach

"No act of kindness, no matter how small, is ever wasted." AESOP

If you no longer wish to receive the LALVP emails, please respond to this email with a removal request.

DISCLAIMER: The information provided in the LALVP emails originates from the community organizations themselves. The community organizations and the volunteer opportunities are not affiliated nor do they reflect the official policy, endorsement, or position of the Department of the Army, Department of Defense, or the United States Government. Participation in these volunteer opportunities is done on an individual basis and at your own risk.

APPENDIX C: USAWC LALVP 2019 Documents

To: Christina Daily
From: Shay Miller and Megan Paone, LALVP Co-Chairs
RE: Request for LALVP flyers at PX and Commissary

To further our reach to potential volunteers in the Carlisle Barracks community, the Leave A Legacy Volunteer Program (LALVP) would like to put volunteer opportunity information outside heavily trafficked areas on post to outline volunteer opportunities for the upcoming month. This information would be managed and updated by volunteers of the Leave A Legacy Volunteer Program. We have been in contact with Valerie Bright, the PX manager, and Scott Conrey, the Commissary Manager. They have both agreed to allow us to place a monthly updated flyer on the bulletin boards located within their respective locations. Scott Conrey agreed to have us put up a monthly flyer as long as it states somewhere on the flyer that it is affiliated with the installation in some way. We are seeking input from JAG on our request to put these flyers up at the PX and the Commissary, in addition to guidance on the appropriate language/disclaimer to use on these flyers.

To: Christina Daily
From: Shay Miller and Megan Paone, LALVP Co-Chairs
RE: Website Proposal for Leave A Legacy Volunteer Project

For the AY19 Spouse Project we are looking to formalize and streamline the volunteer process, outlined in the AY 18 class project and what Kerry Irvin has done for the last year, by creating a one-stop shop on the Military Family Program website for volunteering within the Carlisle area. This streamlined process and information will be for everyone living within the Carlisle Barracks community.

This new webpage will provide the following information, perhaps in a clickable link format:

- Local organizations, mainly non-profit, names and their points of contact - this could be a clickable link to a Google Form if there is not enough space to host all the orgs
- short and long term volunteer opportunities
- What ages are acceptable
- Skills needed
- If background checks are needed. Would like to include a clickable link that takes you to Keep Kids Safe, PA: http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_135249.pdf

The ultimate vision for the website is based on what the MFP website is capable of and to be as user friendly as possible.

Ideally, we would have a link on the left-hand side of the MFP page that directs people to the Leave A Legacy Volunteer Program. From there, people could look and see, perhaps via a clickable link to a Google Spreadsheet, what approved organizations are looking for volunteers and the POC for each organization. Within this spreadsheet we will list their website, along with some other critical information about what kind of work is available, appropriate age, any skills needed, etc. The website will need minimal updating. When updates do occur, they will be directed by a volunteer website coordinator who will work with Christina Daily for approval, and the community outreach coordinator to make sure all information is current and relevant. Other information on the website will include key volunteer positions and the POC plus any other announcements pertinent to the LALVP.

We will also want to add to the MFP online calendar important dates such as when the coat drive/toiletry drive will begin, etc.

Additionally, the following disclaimers (formal legal language needed) will need to be added.

- “individuals who are interested in volunteering for an organization is responsible for reaching out to the organization on their own and scheduling their own volunteer hours.”
- “If you are interested in keeping track of your volunteer hours, and would like to know how to do that in VMIS we can put you in touch with name of POC + contact email.”

On the website we will also want to include POCs for the various positions within the LALVP along with the main email address: uswcleavelegacy@gmail.com

To: Christina Daily
From: Shay Miller and Megan Paone, LALVP Co-Chairs
RE: Bulletin Board Proposal

Another social tool that we would like to use is a visual board at highly trafficked areas. The idea for the Volunteer Bulletin Boards is to advertise volunteering opportunities within the Carlisle community. These bulletin boards will be outside places such as the Commissary, PX, and post office to post volunteer opportunities for the upcoming month. These bulletin boards would be managed and changed out by volunteers of the Leave A Legacy Volunteer Program.

We have been in touch with the PX manager and with the Commissary Manager. They have both agreed to allow us to place a monthly updated flyer on the bulletin boards located within their stores. The commissary manager agreed to have us put up a monthly flyer as long as it states somewhere on the flyer that it is affiliated with the base in some way. Since Leave A Legacy is a MFP program we can use language that identifies and includes the MFP program.

To: Carlisle Barracks Spouses Club Executive Board
From: Katarina Ashburn, Shay Miller, and Megan Paone
RE: Proposal to move Leave A Legacy Volunteer Program to the Carlisle Barracks Spouses' Club organization

Last year, Kerry Irvin and a few others had the thoughtful and generous foresight of creating the Leave A Legacy program. Recognizing a constant need within the Carlisle Community, Leave A Legacy was born to help support those needs through volunteerism. This year's AY 2019 Spouses' Project was to further develop Leave A Legacy program as a sustainable program that will support volunteer missions within the Carlisle community for years to come. In the same spirit as Kerry has demonstrated with the creation of LAL, we would like this legacy to move with spouses as they relocate to other installations. Therefore we are creating a guidebook on how spouses and/or installations can replicate such a beneficial project. Lastly, and quite possibly the idea that might pack the biggest punch, is exploring the idea of moving this program under the Carlisle Barracks Spouses' Club since the Leave A Legacy Volunteer Program is sustained mainly by military spouses, making the most impact in the short time they are here. Talk about leaving a legacy!

As you all may know, the Leave A Legacy Volunteer Program is a service-oriented volunteer-based program created to enrich the relationship between the military and civilian community of Carlisle, PA and the surrounding areas. The program informs interested USAWC active duty, retirees, civilians, and families of volunteer opportunities available.

The CBSC's primary mission is to develop a spirit of community responsibility. Volunteering is core to your philosophy. The club's reach is far and wide within the military community in central Pennsylvania. The influence, dedication, and spirit of those participating in the club are those driven to make a difference and leave a legacy.

Aligning the LALVP with the CBSC seems to be a natural fit. Both organizations' mission statements are based on the importance of community involvement through volunteering.

Including the LALVP within the club would be beneficial for the following reasons:

- Deliberately highlights the club's mission and philosophy to membership and community at large
- Serves as a powerful recruiting tool for those seeking community involvement;
- Fosters a deeper connection and foundation with local organizations who depend on volunteerism
- Improves financial awareness to organizations who may not know about the Community Grants programs
- Provides opportunities to develop new skills or align professional skills with organizations of interest

How we propose to do this:

- Under the guidance of the Outreach Chair, we move the LALVP to the category of sub-club which includes a small committee to foster growth, maintain information, and help with community outreach
- The AY 2019 Project Guidebook will serve as reference tool
- For the incoming class, use LALVP as a summer recruiting opportunity to generate interest and connection as the class arrives and before coursework begins with volunteer opportunities for individuals and families
- Utilize LALVP as a positive recruiting opportunity for those who are not historically involved with a spouses' club

In the short time we have been working on this project, we have created a database that has pre-approved/vetted local non-profits that are in need of volunteers. Some of these organizations are in a constant and consistent need, other non-profits need volunteers for large scale projects once or twice a year. Whatever the need the Carlisle Barracks Spouses' Club and the LALVP would be able to supply a hearty number of volunteers.

During this year of growth, reflection, and family time we hope this program, under the guidance of the CBSC, will enhance the Carlisle experience and encourage military members and their families to enrich their legacy of kindness and service. We are grateful for this opportunity to propose moving LALVP under the Carlisle Barracks Spouses' Club. We believe making this partnership will only strengthen both programs via club involvement and enrich the military and civilian community of Carlisle.

APPENDIX D: The LALVP Logo and Forms



Leave A Legacy Logo and forms created by Rachel Brown, U.S. Coast Guard Spouse



WHAT IS LALVP?

The Leave A Legacy Volunteer Program is a service-oriented, volunteer-based program created to enrich the relationship between the military and civilian community of Carlisle, PA and the surrounding areas. The program informs interested USAWC active duty, retirees, civilians, and families of volunteer opportunities available.

“WE NEED VOLUNTEERS” INVOLVEMENT

REQUIREMENTS:

- Organizations participating with the Leave a Legacy Volunteer Program must be a non-profit organization servicing the needs of the local Carlisle and Cumberland County area.
- Organizations must NOT conduct their operations in conflict with any legal or military regulations.

WHAT TO DO:

- Please share events and volunteer needs of your organization with the Leave A Legacy Volunteer program through the email: usawcleavelegacy@gmail.com.
- Regularly scheduled volunteer opportunities and special events will be placed on the LALVP annual calendar.
- All events or opportunities received before the 20th of each month will be included in a monthly email blast to all volunteers and on monthly volunteer opportunity flyers.
- Any short notice events will be shared via personal social media accounts of volunteers of the LALVP program to Carlisle Barracks affiliated Facebook sites.

“I WANT TO VOLUNTEER” INVOLVEMENT

WHAT TO DO:

- Please contact the Volunteer Coordinator through usawcleavelegacy@gmail.com to receive monthly emails about volunteer opportunities in Carlisle, PA and surrounding area.
- Check the Community Volunteer billboards at the PX and the USAWC MFP office for monthly updates.
- Review the Carlisle Barracks related FB pages for short notice needs.

USAWC Military Family Office • Root Hall Room B10 • 717-245-4787 • <https://www.armywarcollege.edu/orgs/mfp/>



VOLUNTEER REQUEST FORM

ORGANIZATION CONTACT INFORMATION	
ORGANIZATION NAME	
ORGANIZATION ADDRESS	
WEBSITE/FACEBOOK PAGE	
CONTACT NAME	
CONTACT PHONE NUMBER	
CONTACT EMAIL ADDRESS	

VOLUNTEER OPPORTUNITIES	
BRIEF DESCRIPTION OF VOLUNTEER WORK	
ADDRESS OF VOLUNTEER WORK	
NUMBER OF VOLUNTEERS REQUESTED	
NUMBER OF HOURS PER PERSON REQUESTED	

VOLUNTEER REQUIREMENTS	
VOLUNTEER SKILLS NEEDED	
COMMITMENT	One Time or Special Event (list dates/times): Flexible Recurring (list frequency):
SUITABILITY	Adult Families Youth 14+ Youth 16+ Other:
SCREENING REQUIREMENTS	State Child Abuse History Clearance FBI Criminal Background Check References State Police Criminal Record Check Other:

RECEIVED BY: _____ DATE: _____

USAWC Military Family Office • Root Hall Room B10 • 717-245-4787 • <https://www.armywarcollege.edu/orgs/mfp/>



CARLISLE BARRACKS SPOUSES' CLUB
 2018 - 2019 VOLUNTEER ASSOCIATE MEMBERSHIP FORM



NAME	
EMAIL	
PHONE	

CBSC will never share your contact information with any third party or any non-profit organization looking for volunteers. The information you provide is for personal use among the Executive Board, specifically the Outreach Coordinator to send you information regarding volunteer opportunities and relevant information.

PLEASE SELECT YOUR APPLICABLE CATEGORY						
<input type="checkbox"/> Student Spouse	<input type="checkbox"/> Permanent Party	<input type="checkbox"/> Blue Star	<input type="checkbox"/> Under 18	<input type="checkbox"/> Retiree	<input type="checkbox"/> Civilian	<input type="checkbox"/> International

IF US MILITARY, PLEASE SPECIFY BRANCH	
--	--

PLEASE SELECT <u>YES</u> OR <u>NO</u> TO THE QUESTIONS BELOW	
May we send you email notifications of events and volunteer opportunities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You give permission for photographs of you at CBSC events to be used on our social media and/or website as well as in any historical items (such as a scrapbook or newsletter).	<input type="checkbox"/> Yes <input type="checkbox"/> No
You agree you are responsible for reaching out to volunteer organizations on your own time and scheduling your own volunteer hours. CBSC bears no responsibility or liability for volunteer activities and/or relationships with volunteer organizations.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNATURE: _____ DATE: _____

APPENDIX E: Volunteer-related Resources

Resources below of online sites and print materials were provided from panel interviews and the contributors of the 2018 USAWC Spouse Project. They are not intended to be endorsements; merely resources for exploring topics further.

For more information about the USAWC AY 2019 LALVP Spouse Project, email usawcleavealegacy@gmail.com or <https://www.armywarcollege.edu/orgs/mfp/SpouseProjects.cfm>.

How to Leave Your Legacy

Five ways to leave a legacy:

https://www.huffingtonpost.com/joan-moran/5-ways-to-leave-a-great-l_b_7148112.html

60 ways from the people who help you organize your volunteers:

<http://www.signupgenius.com/nonprofit/community-service-project-ideas.cfm>

Seven principles of organizing a community for a purpose:

<http://www.icpj.org/blog/wp-content/uploads/2016/07/7-Principles-of-Community-Organizing.pdf>

Article on the WHY of volunteering:

http://www.forthoodsentinel.com/editorial/volunteers-help-sustain-military-communities/article_a1daeab0-224f-11e8-9b90-939d198d061e.html

Explanation of USO mission and how to become part of it:

<https://www.uso.org/take-action/volunteer>

Operation Gratitude--Over 2 million care packages sent and looking for communities to help:

<https://www.operationgratitude.com>

Another organization looking for community outreach to help military members and families:

<http://military-missions.org/volunteer/>

Fisher House--how to serve military members and their families:

<https://www.fisherhouse.org/get-involved/volunteer/>

In need of some inspiration? 50 quotes that will get you started:

https://www.huffingtonpost.com/susan-steinbrecher/50-quotes-that-will-inspi_b_6897644.html

Community service opportunities:

<http://www.operationwearehere.com/Volunteer.html>

In need of neighborhood leaders to organize and execute:

<https://bluestarfam.org/volunteer>

In every community and always in need of help - a way to leave your legacy:

<https://www.salvationarmy.org>

Study on impact of military volunteering (Discusses the need and the why):

<https://scholarcommons.sc.edu/cgi/viewcontent.cgi?article=1015&context=ji>

Mayo Clinic--The 6 Health Benefits of Volunteering:

<https://mayoclinichealthsystem.org/hometown-health/speaking-of-health/helping-people-changing-lives-the-6-health-benefits-of-volunteering>

A spouse's perspective on the decrease in number of volunteers over the years:

<https://blog.militaryfamily.org/2016/04/11/is-volunteerism-dying-in-our-military-community/>

Clearinghouse of organizations that help with veterans and troops:

https://www.aarp.org/giving-back/volunteering/info-2004/11_ways_to_help_the_troops.html

Provides comprehensive support programs for service members veterans, and military family members:

<https://www.hopeforthewarriors.org>

Sharing our talents and skills:

https://www.huffingtonpost.com/arianna-huffington/using-your-talents-to-help_b_5302929.html

Pursue your passion:

<https://www.realwarriors.net/family/care/militaryspouseemployment>

A resource for connecting to your community:

<https://militaryfamilyadvisorynetwork.org>

Ways military spouses can find unique opportunities:

<http://salutetospouses.com/articles/careers/benefits-flexible-employment-military-spouse>

A reminder that what we do as spouses is valuable!

<https://www.military.com/spousebuzz/2017/12/28/yes-military-spouse-your-time-valuable.html>

A general organization that supports communities around military bases by inputting specific location:

<https://www.volunteermatch.org/>

How to Recruit and Retain Volunteers

McClelland's Motivation Theory:

<https://www.mindtools.com/pages/article/human-motivation-theory.htm>

Motivational Analysis Questionnaire/Motivational Analysis Key (adapted from The Volunteer Development Toolbox by Marilyn Moore, Gail Mackenzie):

<http://www.betterimpact.com/wp-content/uploads/2015/06/Motivational-Analysis.pdf>

Recruiting advice for non profits:

<https://www.thebalance.com/recruit-volunteers-for-your-nonprofit-2502581>

Creative ways to solve volunteer shortage:

<https://topnonprofits.com/7-super-steps-to-recruit-volunteers/>

Successful Strategies for recruiting, training, and utilizing volunteers:

https://www.samhsa.gov/sites/default/files/volunteer_handbook.pdf

Recruiting volunteers from an FRG perspective:

<http://sill-www.army.mil/428thfa/frg/ideas/Recruiting%20Binder.pdf>

Study on the effectiveness and the impact volunteers have on the community:

<https://www2.deloitte.com/us/en/pages/about-deloitte/articles/citizenship-deloitte-volunteer-impact-research.html>

Ways to Create and Execute Donation Drives

A step-by-step plan for starting any type of charitable drive in your community:

https://donate.goodwill.org/wpcontent/uploads/2010/08/Steps_to_Start_a_Donation_Drive_in_your_Community.pdf

Checklist for coat drives:

<http://createthegood.org/toolkit/how-to-organize-coat-drive>

The steps to take to organize any charity drive from start to finish:

<https://www.theelementsofliving.com/collecting-for-a-cause-how-to-organize-a-community-charity-drive>

145+ Fundraising ideas that can apply to community and FRG/Military related events:

<https://doublethedonation.com/fundraising-ideas>

Fairfax County VA has a fantastic “Donation Drive Planning Kit” for download:

<http://www.volunteerfairfax.org/individuals/DonateNow%20-%20The%20Donation%20Drive%20Planning%20Kit.pdf>

Other Ways to Make a Difference in Your Neighborhood

Offers a variety of ways to give and encourages the will to give:

<https://www.inc.com/susan-steinbrecher/21-ways-to-make-a-difference-in-your-community-at-work.html>

A few other strategies not mentioned above:

<https://www.volunteerenergy.com/7-ways-to-make-a-difference-in-your-own-community>

Ways to get your teens involved:

<https://empoweredteensandparents.com/100-ways-for-teens-to-make-a-difference-in-your-community>

The power of social media as a tool for your program:

<https://www.pewinternet.org/2018/03/01/social-media-use-in-2018/>

<https://www.nten.org/article/engage-inform-recruit-how-nonprofits-can-use-social-media-to-recruit-donors-and-volunteers-0/>

THE UNITED STATES ARMY WAR COLLEGE

Military Family Program

Leave A Legacy Project

Goals and Objectives:

The Leave A Legacy Project is the official spouse's project for the United States Army War College's Military Family Program. LAL is a service-oriented, volunteer-based program which seeks to enrich the relationship between the military and civilian community in Carlisle, PA and surrounding areas by offering community service opportunities to spouses and family members of USAWC students throughout each school year.

The operation of the Leave A Legacy Project is much like a clearinghouse of talent and resources which affords participants a convenient way to partner their unique skills with the needs of those in the local community without spending a great deal of time assessing availability.

Who Can Participate:

Although Leave A Legacy is the US Army War College Spouse's Project, participation is not restricted to only spouses. Volunteer opportunities abound for all ages and abilities, and many are open to the entire family.

Selection Requirements For Organizations:

Organizations selected for participation with the Leave A Legacy Project must not conduct their operations in conflict with any legal or military regulations. Additionally, they must be a non-profit and service the needs of the local Carlisle and Cumberland County area.

How Many Hours Must Be Completed:

There is no set number of hours, nor schedule required for one to volunteer. Volunteers direct their own hours for as many, or as few, as their personal schedule allows. The hours and days worked are dictated by volunteer availability and organizational needs. Volunteer placement is decided upon based upon interest and skills. In some instances, internship hours and/or school credit is available.

Examples of On-Going Relationships:

Current volunteer opportunities include, but are not limited to, helping with the local soup kitchen; homeless shelters; food banks; senior citizen centers; special-needs centers; medical foundations; job skills centers; the thrift store; after-school children's programs; and, providing life skills assistance to single-parent households and meals to shut-ins.

How Volunteer Hours Are Counted:

Most of the volunteer hours worked via Leave A Legacy are accepted in the VMIS system under the auspices of the Military Family Program. With few exceptions, teenagers seeking volunteer hours for schools and clubs are also able to claim their documented hours.

Previous Barracks-Wide LAL Projects:

Angel Tree Gift Sorting for In-Need Children
Legacy Holiday Bike Assembly
Have A Heart Coat and Blanket Drive
Legacy Toiletry Drive for the Homeless
My Brother's Table Meal Service

Military Family Program Office
Anne Ely Hall Room 208 (Above the Post Office)
717-245-4787
POC: Kerry Irvin
Email: awcleavealegacy@gmail.com
Website: <https://www.armywarcollege.edu/orgs/mfp/>