[MS-0087.009.002.009]

Volunteer Bureau of San Diego

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PHONE 239-2071

November 23, 1970

TO: Coordinator of Volunteers

FROM: Jerry K. Lynes, Acting Director

SUBJECT: Current Service Policy

The following outline is offered in answer to inquiries regarding the current services that the Bureau is extending:

1. We are recruiting volunteers from many resources. Not only are we working with the referral centers on the college campuses, but we are recruiting on the campuses ourselves. All senior citizen groups and many community organizations have been or will be contacted and our referral procedures and services extended to them.

2. In August, January, and May of the year, the agencies will be asked to submit descriptions of their needs for volunteers in the coming months.

3. Lists of those agencies requesting volunteers are compiled. Each entry includes: Agency name, Agency address, Phone Number - Name of Coordinator of Volunteers; brief description of the agency's current needs for volunteers and any special qualifications they require. (Males only, minimum ages, etc.)

4. Three different listings are compiled:

   a) Adult Volunteer Opportunities.

   b) Youth Volunteer Opportunities (minimum ages indicated).

   c) Community Service Projects (projects that community organizations and clubs may undertake as a group.)

5. These listings are updated monthly as additional requests are received.

6. Agencies are removed from these listings upon their request.

7. When individuals contact the Bureau wishing to volunteer their services, they are interviewed and are then given copies of the listing. If they express any specific interests, those agencies on the listing that would be able to pertain to their interests are pointed out to them. Also, agencies requesting volunteers with qualifications in line with those the individual possesses are also pointed out for the volunteer.

8. Each person is cautioned during the interview, that the descriptions of the agencies' needs on the listings are not complete and if there is a specific agency they want towork for, the individual should go ahead and call the Coordinator of Volunteers in the agency.

9. Therefore, each person is referred directly to the agencies which have expressed a need for volunteers. The Bureau is not maintaining a "pool" of volunteers that may be called upon for "instant" placements. When special requests are received from the agencies for volunteers, verbal referrals are given to those individuals who contact the Bureau for the next few days.

10. The listings are also used by the news media, principally by the San Diego Union, for resource materials on the needs for volunteer services in San Diego County.

We hope that this memo will serve to explain our current services. In the future, with expanded staff, the Bureau will be enlarging this service policy and extending more services directly to your agencies. If you have any questions now or in the future, please feel free to contact me directly.

In preparation for updating our current listings in January, we have included a form for you to fill out and return. Please feel free to list all of your needs for volunteer services on the forms. If you returned a form in September and your needs have not changed since that time, we will continue to list your agency until you notify us to remove your name from the listing. We do request that you return the forms to either modify the description of your needs or to have your agency's name added to our listing by December 15, 1970.

JKL:da
Enclosure