



UNITED WAY OF CUMBERLAND COUNTY Community Impact Review Panel Volunteer Responsibilities & Time Commitment

Community Impact Review Panel (CIRP) Volunteers put the “action” into United Way of Cumberland County’s (UWCC) program funding process. Each year, CIRP Volunteers are recruited to serve on panels developed to review and evaluate funded programs and services provided by UWCC’s Community Impact Partners. Review Panel evaluations and recommendations will guide funding decisions for programs and services that impact UWCC’s targeted community impact areas: Education, Financial Stability, Health and Critical Basic Needs.

CIRP Volunteers participate with 5-10 Panel Members to review 2 (two) or more Program Request for Funding Proposals submitted by UWCC’s Community Partners. CIRP Volunteers review each program’s written proposal materials, financial reports, and prior program evaluation reports. CIRP Volunteers also make a site visit to meet with the Community Partner Agency’s Executive Director, the Chair of the Board of Directors and any necessary staff to see first-hand the program/service in action. CIRP Volunteers then complete an individual evaluation form to score the overall program and/or service. The entire review panel will compile everyone’s evaluation forms and come to a consensus on a group evaluation score. The Panel Chair will present these scores and any recommendations from the panel to the Community Impact Council who will determine each program’s allocation/funding award for the upcoming fiscal year. These funding decisions and recommendations are then submitted to the United Way of Cumberland County’s Board of Directors for final approval.

The key responsibilities are: To attend the Review Panel Volunteer Orientation Workshop; To review partner agency request for funding proposals and any submitted documentation; To participate in on-site partner agency visits to learn about the programs/services first-hand; To attend all review panel meetings and be an active participant in discussions and decision-making; To evaluate and make recommendations of each program on its own merit; and To respect the confidentiality of materials, discussions and decisions.

Community Impact Review Panel Volunteer Time Commitment:

Month/Date	Responsibility	Time Commitment
March 25, 2021 11:00 am until 12:30 pm Via ZOOM Conference Calls	<ul style="list-style-type: none"> ❖ Attend Community Impact Review Panel Volunteer Orientation Workshop. (Mandatory for new CIRP Volunteers) ❖ Meet with assigned Community Impact Review Panel. ❖ Receive Community Impact Review Panel Notebook with assigned funded program information. 	1-2 Hours
March 2021 Via ZOOM Conference Calls	<ul style="list-style-type: none"> ❖ Community Impact Review Panel Initial Meetings are held. ❖ Assigned program request for funding proposals are reviewed by Review Panel members. ❖ Funded Program site visits are finalized. 	1-2 Hours
April 2021 Thru May 2021 Via ZOOM Conference Calls	<ul style="list-style-type: none"> ❖ CIRP Volunteers attend program site visits at assigned Community Impact Partner’s location to meet with the Executive Director, the Chair of the Board of Directors, as well as, any significant staff that has a role within the funded program. ❖ The Review Panel will discuss the goals and priorities of the funded program. As well as ask any questions, if needed, that will provide clarity regarding the funded programs. ❖ The Executive Director will provide a presentation to the Community Impact Review Panel which may include a visual tour of the funded program. ❖ The Community Impact Review Panel Volunteers will meet as a group to discuss and evaluate the funded program. Compile review panel recommendations and scores for assigned program. ❖ Site Visits and Review Panel meetings complete by April 30, 2021. 	1-2 Hours
June 2021	<ul style="list-style-type: none"> ❖ The Community Impact Review Panel Chair will present Review Panel program recommendations, evaluations and scores to the Community Impact Council. These comments will be forwarded to the agency’s Executive Director. ❖ The Community Impact Council will make funding recommendations to the UWCC Board of Directors. ❖ The UWCC Board of Directors will make final funding decisions. 	1-2 Hours

**Total time commitment 8-10 Hours during March, April and May
Call United Way of Cumberland County, 483-1179, to get involved!!**