



# Volunteer Executive Consultants

*A Volunteer Impact Program of RSVP*  
901 E. 8<sup>th</sup> Ave. Suite 200, King of Prussia PA 19406  
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## Request for Management Assistance

**Organization:** \_\_\_\_\_

Name/s and positions/s of those who will be working with the Volunteer Executive Consultant/s who will be assigned to your organization:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Representative Making Request: \_\_\_\_\_

Best time/method to reach you: \_\_\_\_\_

Budget Size: (circle) under \$50,000 \$50,000 - \$100,000, \$100,000 - \$300,000 \$300,000 - \$500,000  
\$500,000 – 1 million over \$1 million

Nonprofit status 501 C3 Yes \_\_\_\_\_ No \_\_\_\_\_ other \_\_\_\_\_

How do you charge for service? \_\_\_\_\_

Do you have a Strategic Plan? If yes, how old \_\_\_\_\_ No \_\_\_\_\_

Do you have a Business Plan? If yes, how old \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Total number of employees \_\_\_\_\_ Total number of volunteers

How did you learn about RSVP's VEC program? \_\_\_\_\_

### **Purpose/Mission of the Organization:**

Please attach any relevant material about your organization.

## Description of Management Assistance Needed:

- Identify and provide an X for the relevant functional areas requiring VEC assistance.

<input type="checkbox"/> Board Development	<input type="checkbox"/> Fundraising (incl. Grant Applications.)	<input type="checkbox"/> Financial Mgmt.
<input type="checkbox"/> Planning-Strategic/Business	<input type="checkbox"/> Staff & Volunteer Mgmt./ Leadership	<input type="checkbox"/> Operations & Technology Mgmt.(incl. Programming)
<input type="checkbox"/> Marketing	<input type="checkbox"/> Start-ups	<input type="checkbox"/> Other.

- Describe in detail what kind of assistance you are requesting and the objectives and outcomes you are seeking

### Fees:

1. No consulting fees will be charged for any of VEC services
2. Based upon client satisfaction and in lieu of a consulting fee an optional donation will be accepted at the conclusion of the project. As a suggested guideline please consider the following: - if your organization's annual budget is under \$500K (\$100); if your budget is in excess of \$500K (\$200).

6/6/16

3. Our organization agrees to reimburse VEC for out-of-pocket expenses (ie. postage, printing, copying, etc.) which are agreed to and included in the Client Work Agreement (CWA).

**Requesting Organization's Commitment**

1. Our organization agrees to provide the time, staff support and resources needed to work with the assigned Volunteer Executive Consultants in performing the work described in this Request for Management Assistance (RMA). It is understood and agreed to that the assistance provided by RSVP/VEC may be publicly acknowledged only to the extent that assistance was provided.
2. We understand that the RSVP/VEC consultants are volunteers and have agreed not to: (1) Recommend goods or services from sources in which he/she has an interest and (2) personally accept fees or commissions developing from this consulting relationship. In consideration of the consultants furnishing management and/or technical assistance, we waive all claims against RSVP, its personnel, and other RSVP/VECs arising from this assistance.
3. VEC assistance is subject to the availability of VEC resources and, at VEC's discretion, the skills necessary to complete any assignment.
4. In order to assist VEC in documenting the effectiveness of their consulting services for granting sources and making our services the best they can be, we agree to participate in a follow-up call shortly after our service is complete and then completing a questionnaire about 60-90 days later.

We always appreciate any written notes describing satisfaction with VEC service which we could share with future VEC clients.

Executive Director, Board President, or Founder

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Signature	Title	Date of Request
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For VEC Office use:

Date form received: \_\_\_\_\_

Assigned VEC Members: \_\_\_\_\_