ASSISTANCE LEAGUE® OF MID-MISSOURI

OUTREACH PROGRAM DESCRIPTION

Mission Statement

Assistance League Outreach responds to unmet needs on a one-time basis by providing goods or services in a timely manner.

Vision Statement

To make our community a better place by gathering resources and delivering those resources to meet community needs.

Program Goals

1. To connect available resources to meet unmet community needs. 2. To achieve awareness of ALMM as a community resource for unmet needs. 3. To achieve awareness of ALMM as a community resource for unmet needs. 4. To provide members an opportunity to expand their philanthropic service.

Objectives

Provide a structure to address unmet needs on a one-time basis. Receive, investigate and evaluate referrals to meet specific needs of individuals or families within the Columbia/Mid-Missouri community. Respond to needs for goods and services in a flexible and timely manner. Address needs that fall outside the parameters of our established programs.

Procedures

1. Request for Assistance forms are available on the Assistance League Website (almm.org) 2. The criteria for initial acceptance of requests include the following: a. Budgeted funds are available to meet request b. Volunteers are available to procure and deliver the goods or services requested c. Requests from individuals will not be considered d. Agency cannot meet the needs requested through other available resources e. Request is not for utility payments, mortgage payments, or similar ongoing financial obligations f. Request is for goods or services to be delivered directly to the end user via the social service agency or school g. Request is evaluated and approved by the ALMM Outreach Committee

Documentation

A file is prepared for each Request for Assistance submitted to the Outreach Committee and a Request Number is assigned. Upon review and approval of the request, an Outreach Agreement is prepared between the requesting agency and ALMM.

IRS Form W-9 is required for each requesting entity. Volunteers from the Outreach Committee will be assigned to fulfill the request. Requesting agency is vetted by Outreach Committee volunteers in one of the following ways: o Site Visit Outreach Committee volunteers visit the requesting agency to evaluate agency and potential impact on the community if request is granted. A site visit report and recommendation are prepared by visiting Outreach volunteers and submitted to the Outreach Committee. o GuideStar Profile The agency has at least a Bronze Profile rating. The Outreach Chairman will communicate the committee’s decision to the requesting agency or social worker. The Outreach Committee Chairman is responsible for maintaining all documents associated with a request in the Outreach case file.
Purchase of Fixed Assets or Equipment

Under extremely rare circumstances, Assistance League may purchase fixed assets or equipment on behalf of a requesting agency; examples may include washers/dryers or computer equipment to be located at the school or agency. Assistance League of Mid-Missouri retains ownership of the fixed asset or equipment. Standard depreciation schedules are applied according to chapter guidelines. When the asset is fully depreciated, the asset is written off the chapter’s books and gifted to the agency.

Approval of a request to purchase fixed assets or equipment requires consultation with the chapter Treasurer and approval by the chapter’s Board of Directors.

Outreach Program Chair
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