

Alliance for Inclusion Advancement-Hawaii
Match Making Meetings

Responsibilities of the Alliance for Inclusion Advancement project	Responsibilities of the host organization. (Agencies seeking or referring volunteers can act as the host.)	Responsibilities of participating organization(s)
<ul style="list-style-type: none"> • Help facilitate a meeting between host organizations and participating organizations. 	<ul style="list-style-type: none"> • Meet with AIA staff to plan match making meeting • Schedule date, time and place of meeting 	<ul style="list-style-type: none"> • Participate in the agenda planning and attend match making meeting
<ul style="list-style-type: none"> • Work with parties to plan an agenda 	<ul style="list-style-type: none"> • Send out invitations • Arrange for parking for attendees • Provide light refreshments if possible 	<ul style="list-style-type: none"> • Provide information on the application process and the time line of placement.
<ul style="list-style-type: none"> • Provide disability related information as needed and information and referral assistance 	<ul style="list-style-type: none"> • Conduct meeting 	<ul style="list-style-type: none"> • Screen volunteers referred to host agency.
<ul style="list-style-type: none"> • Facilitate initial match making meeting. Attend subsequent ones if requested. 	<ul style="list-style-type: none"> • Provide clear job descriptions for volunteer positions • Provide information on the application process and timeline of placement. 	<ul style="list-style-type: none"> • Provide accommodations for volunteers such as transportation to work site or bus pass if possible

<ul style="list-style-type: none"> • Provide sample job descriptions, information on providing accommodations and related information involved in placement 	<ul style="list-style-type: none"> • Provide reasonable accommodations for volunteers 	<ul style="list-style-type: none"> • Address problems or challenges associated with volunteer placements
<ul style="list-style-type: none"> • Locate trainers in the community to provide disability-related information as needed. • Follow-up with organizations involved to evaluate the success of the match. 	<ul style="list-style-type: none"> • Attend mini-trainings on working with volunteers with disabilities if needed • Report problems or challenges of the volunteer placement to referring agency. 	<ul style="list-style-type: none"> • Complete evaluations for AIA project
	<ul style="list-style-type: none"> • Provide on-the-job orientation and/or training for volunteers with disabilities. • Supervise volunteers 	
	<ul style="list-style-type: none"> • Provide statistics on how many volunteers placed and how many hours served 	
	<ul style="list-style-type: none"> • Complete evaluations for AIA project 	

May 31, 2006