## Alliance for Inclusion Advancement-Hawaii
### Match Making Meetings

<table>
<thead>
<tr>
<th>Responsibilities of the Alliance for Inclusion Advancement project</th>
<th>Responsibilities of the host organization. (Agencies seeking or referring volunteers can act as the host.)</th>
<th>Responsibilities of participating organization(s)</th>
</tr>
</thead>
</table>
| • Help facilitate a meeting between host organizations and participating organizations. | • Meet with AIA staff to plan match making meeting  
• Schedule date, time and place of meeting | • Participate in the agenda planning and attend match making meeting |
| • Work with parties to plan an agenda | • Send out invitations  
• Arrange for parking for attendees  
• Provide light refreshments if possible | • Provide information on the application process and the time line of placement. |
| • Provide disability related information as needed and information and referral assistance | • Conduct meeting | • Screen volunteers referred to host agency. |
| • Facilitate initial match making meeting. Attend subsequent ones if requested. | • Provide clear job descriptions for volunteer positions  
• Provide information on the application process and timeline of placement. | • Provide accommodations for volunteers such as transportation to work site or bus pass if possible |
- Provide sample job descriptions, information on providing accommodations and related information involved in placement

- Provide reasonable accommodations for volunteers

- Address problems or challenges associated with volunteer placements

- Locate trainers in the community to provide disability-related information as needed.

- Attend mini-trainings on working with volunteers with disabilities if needed

- Report problems or challenges of the volunteer placement to referring agency.

- Follow-up with organizations involved to evaluate the success of the match.

- Provide on-the-job orientation and/or training for volunteers with disabilities.

- Supervise volunteers

- Provide statistics on how many volunteers placed and how many hours served

- Complete evaluations for AIA project

| May 31, 2006 |