



United Way of West Central Minnesota works to improve people's lives by mobilizing the caring power of West Central Minnesota.

youth	families	basic needs	independence
helping children & youth succeed	building strong families	responding to those in crisis	assisting the elderly, disabled and chronically ill

Community Review Volunteer Training Software Training

1. Go to liveunitedwcm.org and click on **Resources** page and click on Community Review Volunteer link.
2. Disable pop-up blocker (internet, google, yahoo)-see instructions
3. Enter username (**your first name**) Enter password (**United**) Change your password
(*user name and password are case sensitive*)
4. Click on **Volunteer intake (navigation menu)**: fill out form.
(if you have volunteered in the past two years click on **Search Volunteer Intake**)
5. Click on **Agency Profile Search**
(Please do not review or print out applications until we notify you of the programs you will be reviewing, which will be no later than March 12, 2010)
6. Find your agencies that you are reviewing.
 - a. Click on the **folder** icon.
 - b. Click on **Program information** on left side of screen.
 - c. Select **view application** tab across the top.
 - d. Click on **Edit** to view and print forms of the programs that are assigned to you.
 - e. There are 7 forms per application. All forms should be completed (if not contact Stacey).

<u>Form Name</u>	<u>Who Prints</u>	<u>Print Format</u>
1. Agency Profile	Chair/Financial	pdf
2. Agency Budget	Financial	HTML
3. Agency Uploads	Chair/Financial	pdf
4. Program Funding Application	Everyone	pdf
5. Program Budget	Everyone	HTML
6. Program Client Demographics	Everyone	HTML
7. Objectives and Outcomes	Everyone	pdf

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After site review:

1. Go back into web-site per instructions above (follow through "click on *folder*" icon)
2. Click on ***Application Review***
3. Click on ***create new*** in drop down menu
4. Click ***Program Evaluation***
5. Fill out score sheet completely – **Remember to submit recommended dollar amount.**
6. Submit Evaluation (by clicking ***save*** then ***close***) form by April 2, 2010.