

Mission 3:10 Shared Services Request Form

Purpose: At Mission 3:10, we view resources through a lens of abundance, not scarcity and competition. We want to collaborate and help strengthen other organizations that are doing great work, which will exponentially help our local communities thrive.

Building on over 50 years of existence through the Health Council of NW Ohio, we have built an administrative infrastructure that can be shared with other nonprofits. By creating a mutually beneficial cost-effective shared services model, smaller nonprofits can focus more of their limited resources on programming, while still having access to the administrative services they need.

Criteria: Each organization will be evaluated based on our developed matrix and reassessed on an annual basis to ensure that the partnership is still mutually beneficial for both entities.

Please complete the following to the best of your knowledge for consideration:

DATE SUBMITTED: _____

ORGANIZATIONAL NAME: _____

ORGANIZATION WEBSITE: _____

ORGANIZATION START DATE: _____

ORGANIZATION'S CONTACT & TITLE: _____

EMAIL: _____

PHONE: _____

ESTIMATED DATE REQUESTED TO BEGIN PARTNERSHIP: _____

WHAT IS THE ORGANIZATION'S ANNUAL BUDGET? _____

PLEASE PROVIDE THE NUMBER OF PAID PERSONNEL AND VOLUNTEERS DOES THE ORGANIZATION CURRENTLY HAVE?

PAID PERSONNEL ___ Full Time? ___ Part Time? ___ Contractors? ___ VOLUNTEERS ___

DO YOU HAVE SIGNING AUTHORITY FOR YOUR ORGANIZATION? YES NO

Mission 3:10 Offered Services.

Please check all those that are requested.

If you have further information and/or explanation in the spaces under each section.

(Example: Estimated hours that may be needed, if bartering may be option)

- **Administrative**

- ☐ Assistance with scheduling meetings, answering phones, etc.
- ☐ Help with the creation of policies and procedures for various areas
- ☐ Project Management

ANY FURTHER EXPLANATION: _____

- **Finance**

- ☐ Accounts Payable and Payroll processing
 - What are the organization's current systems/software?

- ☐ Preparation of month-end financial statements
- ☐ Access to accounting software with reduced license fees
- ☐ Track donations received

ANY FURTHER EXPLANATION: _____

- **Marketing**

- ☐ Development of marketing materials, event promotions, social media posts, etc.
- ☐ Website design and maintenance

ANY FURTHER EXPLANATION: _____

- **Grant writing**

- ☐ Assist organizations in applying for grants and writing content
- ☐ Manage metric tracking and grant reporting
- ☐ Track donations and maintain CRM

ANY FURTHER EXPLANATION: _____

- **Human Resources**

- ☐ Create employee handbooks and other policies
- ☐ Advise on employee performance matters and assist with performance improvement plans
- ☐ Develop overall HR strategy
- ☐ Assist with creating job descriptions, job postings and hiring/onboarding processes
- ☐ Employee Separations
- ☐ Employee records management and/or audits
- ☐ Employee engagement surveys

ANY FURTHER EXPLANATION: _____

- **IT**

- ☐ Access to onsite technical assistance and problem solvers
- ☐ Shared network resources and infrastructure

- ☐ Use of printers, copier/scanners
- ☐ Compliance review of IT security

ANY FURTHER EXPLANATION: _____

- **Office Space**

- ☐ Designated office space
- ☐ Shared reception, kitchen and conference rooms

ANY FURTHER EXPLANATION: _____

**Are there any other services needed that are not currently listed on this form?
If so, please explain and provide as much information as possible on the need.**

Please provide a brief explanation why the requested services would be beneficial for your organization:

Upon form completion, please email Hayley Studer at hayley@mission310.org.
Thank you for your time and interest in Mission 3:10!