



**Human Resources Assistance Program
Human Resources Professional's PARTICIPATION FORM**

NAME _____
TITLE _____ FIRM/CO. _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
E-MAIL _____ WEB PAGE _____

Do you speak Spanish? Yes No

I am available to answer nonprofits' questions (up to one hour) in the following areas:

- | | |
|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Pay rates and compensation |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Payroll and taxes |
| <input type="checkbox"/> Employee benefits | <input type="checkbox"/> Performance management |
| <input type="checkbox"/> Employee relations | <input type="checkbox"/> Personnel policy |
| <input type="checkbox"/> Immigration | <input type="checkbox"/> Training and development |
| <input type="checkbox"/> Interviewing | <input type="checkbox"/> Unemployment insurance |
| | <input type="checkbox"/> Workers' compensation |

Other opportunities to be of assistance to North Carolina's nonprofits:

1. If you are a human resources consultant, list your business on the The Nonprofit Yellow Pages, an online directory of vendors, consultants and others who provide services or products to nonprofits in North Carolina. Visit The Nonprofit Yellow Pages at www.ncnonprofits.org.
2. Would you be interested in serving occasionally as a presenter for regional workshops and seminars on issues of interest to nonprofits? Yes No (If yes, the Center will be in contact as needed.)
3. Would you be interested in writing articles for the Center's newsletter? Yes No (If yes, the Center will be in contact as needed.)
4. Would you be interested in providing HR materials of interest to the Center's online resource library?
 Yes No (If yes, the Center will be in contact as needed.)

Please sign the following agreement (next page). Send this form and the agreement to this address, fax, or email:

1110 Navaho Drive, Suite 200
Raleigh, NC 27609-7322
FAX: (919) 790-5307
gwilliams@ncnonprofits.org

Annual Agreement

I agree to volunteer for the N.C. Center for Nonprofits' Human Resources Assistance program, and I am familiar with how the program works. I understand that:

1. Participating HR volunteers provide free, one-hour phone consultations to 501(c)(3) tax-exempt organizations that are Members of the N.C. Center for Nonprofits.
2. When a nonprofit Member of the N.C. Center contacts the Board and Staff Helpline with their human resources management question, N.C. Center staff will determine if it's appropriate for an HR consultation.
3. Center staff will then contact a human resources volunteer (such as myself) who has volunteered to answer questions on the topic to see if he/she is available. *If I am contacted, I understand that I can choose to accept or decline, but either way, I will reply as soon as possible to let the N.C. Center know.*
4. The Center will require that the nonprofit signs a "hold harmless" waiver protecting the volunteer and the N.C. Center. *For my part, I understand that I cannot give legal advice to nonprofits and that the N.C. Center will not provide professional liability insurance or indemnification for any legal services that I provide.*
5. The N.C. Center will then give my contact information to the nonprofit, who will then contact me directly. *I understand that I should reply to the nonprofit as soon as possible and ideally, within 1 to 3 business days.*

Agreed to by:

Name: _____ Date: _____

Thank you! You are an invaluable part of our network and we appreciate the great work you are doing to help nonprofits make North Carolina a better place for all of us. For more information on participating in the Human Resources Assistance Program, please contact Geia Williams, Member Services Associate, N.C. Center for Nonprofits at (919) 790-1555, ext. 114 or gwilliams@ncnonprofits.org.