

Corning Community Impact

Volunteer Connect Guidelines

Overview

Volunteer Connect is designed to pair Corning direct grant-supported nonprofit organizations with Corning employees who are willing to provide skills-based volunteer support for short-term projects or advisory needs. The purpose of this program is to assist nonprofit organizations in addressing targeted organizational needs while providing employees an opportunity to volunteer their professional expertise.

Key Definitions

Skills-Based Volunteering: volunteer service in which an individual uses their professional knowledge, technical expertise, or specialized experience to support a nonprofit organization with a defined need.

Examples include:

- Marketing and communications
- Finance or budgeting
- Information technology
- Project management
- Strategic planning
- Operations or process improvement
- Human resources or training
- Other professional or technical guidance

Short-Term Volunteer Work: volunteer support that is limited in duration and scope. These engagements are intended to address a specific project, question, or organizational challenge within a defined timeframe, rather than serve as an ongoing operational role.

Examples include:

- Creating or refining a project timeline
- Providing feedback on a budgeting tool
- Offering consultation on a technology or process question

This program is not intended for general volunteer labor, long-term staffing support, board service placement, or ongoing operational responsibilities without a defined endpoint.

Eligibility

Participation in the program is limited to nonprofit organizations located within the Corning Valley that are supported through Corning Community Impact direct grant funding. Corning Community Impact reserves the right to determine whether a request is appropriate for the program, including if it can reasonably be supported through employee volunteer engagement.

Nonprofit Request Process

Organizations seeking skilled volunteer support must submit a request through this [Microsoft Forms intake form](#). Organizations will be asked to provide the project goal, requested skills, desired timeline, estimated time commitment, and any additional helpful context. Requests should be as specific and complete as possible to support effective review and matching.

Review and Volunteer Matching

Upon submission, each request will be reviewed to determine whether it falls within the scope of the program and whether additional clarification is needed. Corning Community Impact may contact the organization to further define the scope, timeline, or other details before proceeding.

If a request is a fit for the program, Corning Community Impact will identify potential employee volunteers whose professional skills may align. Submission of a request does not guarantee a volunteer. Timing and fulfillment will depend on skill alignment and availability.

Participation Expectations for Nonprofits

Participating organizations are expected to submit accurate and complete information, respond in a timely manner to any follow-up questions, and communicate clearly regarding project needs, timelines, and expected outcomes. Organizations are also expected to work within the agreed project scope and timeframe once a volunteer engagement begins.

Continuous Improvement

As Volunteer Connect is being implemented and refined, Corning Community Impact may periodically seek information from participating organizations regarding the program's clarity, ease of use, request process effectiveness, and resulting volunteer engagement. This feedback will be used to improve the process and program over time.

If you have any questions, please contact CommunityImpact@corning.com.