Village of Wellington
Citizen Volunteer Organization

GUIDELINES

Mission
The Wellington Citizens Volunteer Organization is a community partnership that strives to bring together citizens and their government in order to accomplish projects and initiatives to improve the community and enhance the quality of life and public safety.

Purpose
The CVO is an external organization that is partnering with the Village to develop, prioritize, and implement a set of initiatives that will be evaluated on a project basis with priorities being realigned as necessary.

Funding
It is understood that certain projects will require funding for completion. Funding will be attained through community partnerships and private donations. Approval for all projects must be approved by the staff liaison (see below for recommendation requirements) prior to project implementation.

Projects that do not require funding can be prioritized by the CVO and completed according to the project's timeline, pending staff liaison review.

If the Village has a budgeted project that may require volunteer assistance from the CVO, the Village may elect to propose said project to the CVO for review and inclusion in the CVO project prioritization list.

Potential Project Priorities
- Crime Watch Groups in target neighborhoods
- Neighborhood cleanup
- Village wide beautification
- "Crime Walks"
- Graffiti cleanup
- Parks & Recreation Activities
- Special Events to promote community awareness
- Painting, ie, entrance walls, graffiti, etc.
- Distribution of supplies after hurricane or other incident
- Assist residents with code enforcement issues
- Develop strategies to improve transitional neighborhoods

PROCEDURES:

Membership

There shall be four (4) members of the CVO that shall serve as the officers:

- President
- Vice-President
- Secretary
- Treasurer

Each prospective project will be presented to the collective membership of the CVO and all members will have an opportunity to question and voice concerns related to that project. After review of all project requirements, potential funding and membership concerns, the officers shall vote to determine if the project will be included in the project prioritization list.

Projects included in the prioritization list shall be reviewed and approved/denied by the staff liaison. The staff liaison has the ability to recommend Village sponsored projects to be included in the prioritization list.

Project Priority Ranking:

Each project can receive a maximum of 5 points from each of the officers for a total of 20 points in each area. There shall be 5 areas totaling 100 points possible per project. Voting members include: President, Vice-President, Secretary and Treasurer.

Projects shall be ranked on the following 5 criteria:

- Cost effectiveness use of volunteer hours and community donations
- Promote safety and crime prevention
- Improve beautification / restoration in transitional neighborhoods
- Encourage community awareness / neighborhood unity
- Benefit the community, Village wide

Project Recommendations:

Projects scoring above 70 points shall be reviewed by the staff liaison for approval. The staff liaison shall review the scope of the project, number of points received, potential funding needs, benefit to the community and review from the Village Risk Manager and Public Works Director.

Project Implementation:

The staff liaison shall assist with marketing and logistical execution of the project, once approved. The officers of the CVO shall delegate assignments to CVO members and determine a task force for each specific project. Not every member of the CVO is required to volunteer on every project. The officers shall meet at least one time per week with the staff liaison when a project is active until such time that the project is completed.

Status Reports:

After providing approval to begin a project, the staff liaison shall complete a one-page status report of the project as it reaches 25%, 50% and 75% completion. Upon 100% completion, an evaluation report shall be developed and submitted to the Village Manager and Council to determine the success level of the project.