



LINC and VME Together

# Volunteer Handbook

2301 Argonne Drive  
Baltimore, MD 21218  
410.554.9134 - main  
410.261.2907 - fax  
[www.v-linc.org](http://www.v-linc.org)

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## **Welcome to V-LINC**

Thank you for becoming a V-LINC volunteer. You are joining a unique organization with many opportunities for you to use your talents, skills, experience and energy to help people with disabilities. V-LINC volunteers change lives, and we hope you find the experience as valuable as we find you.

On the following pages we provide information on the organization, volunteer roles and responsibilities, project flow, as well as helpful hints for carrying out a successful project.

## **About V-LINC & Its Volunteers**

V-LINC is a 501(c)(3) organization of volunteers dedicated to using technology to improve the independence and quality of life of people living with disabilities. We do this through a mix of off-the-shelf computer software and equipment and one-of-a-kind, customized assistive technology.

V-LINC volunteers invent solutions (or modify existing ones) to some of the daily challenges faced by our clients. They create customized assistive technology to help individuals with disabilities live, work, and play more independently. Apart from our volunteer program, V-LINC also provides training and related services on off-the-shelf computer software and hardware to individuals with disabilities.

V-LINC was formed in 2010 through a merger of Volunteers for Medical Engineering (VME) and Learning Independence Through Computers (LINC). Both organizations have a long history of serving individuals with disabilities in Maryland. Our customized assistive technology services grew out VME, which was founded in 1982 by John H. Staehlin, an engineer with Westinghouse, and later Northrop Grumman. He was moved to use his talents to improve the lives of others, and since then, hundreds of volunteers have followed in his footsteps. Together, they have helped countless people with disabilities live, work, and play with more independence and dignity.

## **About Our Clients**

Our clients are a diverse group. Our volunteers serve clients of all ages with varied disabilities and abilities, and there are no income qualifications to receive customized assistive technology services from V-LINC. Though many of our clients are individuals, in some cases, they are institutions who plan to use the assistive device our volunteers create with a group of people. Our clients are charged a fee for the device based on a sliding scale, which begins at \$25. Fees for institutions are also based on a sliding scale, which begins at \$50.

## What V-LINC Volunteers Do

There are several different ways V-LINC volunteers can serve the disabled community in Central Maryland. Some of our volunteers stick with one role and some are involved with multiple roles and activities.

- ✓ **Project Volunteers** - These volunteers are responsible for designing and building one-of-a-kind assistive devices or customizing existing equipment for V-LINC clients with disabilities. Additionally, as a Project Volunteer you would:
  - Meet with the client to establish the project objective and get familiar with his or her capabilities and limitations
  - Report on project progress and/or completion to volunteer Project Review & Acceptance Committee (PRAC)
  - Prototype your concept and test it with your client before fabricating the final product
  - Communicate and visit with the client periodically to assure the final product will adequately meet his or her needs
  - Update the V-LINC Project Coordinator on your progress throughout project
  - Document project work, which includes taking photographs
  - Some of our Project Volunteers also serve on our committees: the Client Services Team (CST) and the PRAC. The CST volunteers are responsible for screening all incoming project requests to determine their feasibility and evaluate the potential safety risks involved. Their recommendations are sent to PRAC, which approves or denies projects. In addition PRAC volunteers are responsible for reviewing and approving project designs and plans, tracking projects as they develop, and offering advice and recommendations on all aspects of projects. Serving on these committees is not a requirement to be a Project Volunteer.

*Time Commitment:* Projects vary in terms of length and time commitment. Volunteers work on their own time in their own locations. V-LINC does not require volunteers to submit a certain amount of hours each month. We only ask that if you find you cannot complete a project in a reasonable amount of time, that you let us know.

*Qualifications:* Some experience in engineering, fabrication, carpentry, or a related field, and an interest in helping others.

- ✓ **Medical Volunteers** - These volunteers are part of our Client Services Team (CST) that screens our incoming project requests to ensure our one-of-a-kind assistive devices are safe and effective for our clients. As a Medical Volunteer you would:
  - Accompany a project engineer on a client assessment visit to gather information on the client's capabilities and limitations as they relate to the specific project that has been requested. Visits take approximately an hour plus travel time. They can be done whenever it is convenient for the volunteers and client. If convenient they can be held in the V-LINC office on Argonne Drive.
  - Working with the Project Volunteer, draft a brief (1-2 page) report on your observations during the client assessment visit.
  - Act as a consultant, as needed, when projects have safety concerns or need special guidance to ensure that the Project Volunteer's design will be safe and effective for the client.

- Many of our Medical Volunteers attend our monthly CST meeting to review incoming project requests; however, this is not a requirement. If you are unable to attend these meetings, we just ask that you communicate your findings from the client assessment to our Service Coordinator and participate in any e-mail discussions that the group has regarding your assessment findings.

*Time Commitment:* Approximately 5 hours per project.

*Qualifications:* A background in physical therapy, nursing, occupational therapy, or rehabilitation.

- ✓ **Designing Our Future Mentors** - These volunteers are paired with a class of high school or college engineering students working on a V-LINC project. Their role is to guide and assist the class and the instructor as they work to develop a solution for the client. Additionally, these volunteers are expected to act as mentors to the students, introducing them to a career in engineering. As a Designing Our Future Mentor volunteer you would:

- Meet periodically with the class
- Serve as a liaison between the class/instructor and V-LINC
- Offer advice and guidance on the project
- Help connect the class with needed resources
- Arrange for class teams to present to V-LINC's Project Review and Acceptance Committee (PRAC).

*Time Commitment:* It varies throughout the school year or semester, but approximately 2-5 hours a month.

*Qualifications:* A background in engineering or technology. While not required, a background in teaching helps.

- ✓ **Computer Center Volunteers** - These volunteers prepare donated computers and printers to be leased to clients with disabilities. As a Computer Center volunteer, you would:

- Load and test software and equipment in V-LINC's office
- Repair malfunctioning equipment leased to clients with disabilities
- Provide limited technical assistance to clients in V-LINC's office or over the phone
- Assist in processing new computer donations
- Complete all required V-LINC paperwork corresponding to the above tasks
- *Please note: some lifting of computer equipment weighing up to 20 lbs. is requested of volunteers*

*Time Commitment:* At least 6 hours a week.

*Qualifications:* Knowledge of computer software and hardware and the ability to commit to a regular schedule. Must be over 16 years old.

✓ **Office Volunteers** - These volunteers help keep us organized. They perform various office duties.

As an office volunteer you would:

- Assist V-LINC staff with paperwork and filing
- Work on data entry or research projects

*Time Commitment:* At least 7 hours a week.

*Qualifications:* Can commit to a regular schedule. Some computer knowledge is helpful, but not necessary.

# What to Expect as a Volunteer

## Where and When?

Volunteering with V-LINC can be a little different than volunteering with other organizations. While our Office and Computer Center volunteers come into the V-LINC office and maintain regular schedules, our other volunteers work independently and on their own schedules. Most of the design and fabrication of our projects takes place in garages, basements, and workshops across Maryland. In some cases, our volunteers have formed teams based on their geographic location or their employer.

Since we take on a limited amount of projects at a time, our volunteers usually have breaks between projects. It is not unusual for some of our volunteers to go several months between projects. Sometimes it can take a few months before a new volunteer receives his or her first project.

## Finding a Project

You can find out about new projects in a couple of ways. We typically post new project listings on our website and on our Facebook page. Sometimes, if a project matches your skill set, we'll ask you directly if you would be interested in taking it on.

## Keeping in Touch

We'll add you to our volunteer e-mail list, but we won't bombard you with e-mails. We typically send one group e-mail a month with news and updates about the organization and completed projects. Our Volunteer and Project Coordinators will also contact you via e-mail and phone occasionally while you are working on a project. You can also find us on Facebook, where we update our page with news on completed projects, projects needing volunteers, and other useful information.

## Questions and Concerns

You should always feel free to give us a call or send us an email with any questions or concerns you may have. You can contact the Volunteer Maryland Coordinator at 410-554-5413. If you need to talk about a project you're working on, contact our Project Coordinator.

## Celebrating!

Every spring, V-LINC hosts a volunteer recognition event to honor all our hard-working volunteers. You should expect to receive an invitation with more details in the spring.

# The Responsibilities of a Volunteer

## Submit an Application and Attend a Volunteer Orientation

If you're reading this Volunteer Handbook, there's a good chance you've already done both of these. So congratulations, you're well on your way to being a successful V-LINC Volunteer.

## Make Your Client's Safety Your #1 Priority

We never want to design and build a device that has the potential to harm one of our clients. Our volunteers with medical expertise are involved with a project from start to finish, but we ask that our Project Volunteers design their products with safety as their #1 consideration.

## Adhere to the Project Cycle

V-LINC projects go through a specific project cycle to ensure that the assistive devices we provide our clients are safe, effective, and in keeping with our mission. An overview of this process is provided on pg. 13.

## Submit Your Hours

It's important for us to keep track of your hours. Not only because we want to give you credit for what you do, but we use these hours to demonstrate the contribution V-LINC makes to the community. They are used when we're applying for grants, etc. We ask that you submit your hours at least once a quarter, and we will send a reminder when it's time to do so. If you're part of a team, please break down your hours individually! You can submit your hours via the electronic form on our website or in hard copy (see Forms).

## Document Your Project and Submit a Project Release Form

We know paperwork is a drag, and we promise not to ask for much. At the end of each project, we ask that you submit a very short form summarizing your work. This helps us document the great work our volunteers do so we can brag about you as often as possible. Plus it helps us replicate your work for a future project. This form is located on our website and can be found at the end of this handbook (see Forms).

After you've delivered the project to your client and made any final adjustments, **be sure to have the client sign a project release form**, which can be found on our website or at the end of this handbook (see Forms).

Also, don't forget to take pictures of smiling clients and volunteers and share them with us!

## Submit Your Expenses

V-LINC reimburses our volunteers for the materials they use up to \$200. Please submit your original receipts with the form located on our website or at the end of this handbook (see Forms) either immediately after you make your purchase or at the conclusion of the project. However, you must discuss your project budget with our Project Coordinator before making any purchases as he will approve your reimbursement. We don't reimburse for mileage, but you may be able to use it to qualify for a tax deduction. Visit the IRS website for more information.

# Volunteer Program Policy & Procedures

## Commercial Devices

V-LINC would love to be able to help everyone who came to us with a unique need. However, our resources are limited so we focus on helping people solve problems for which commercial solutions are unavailable or are prohibitively expensive. Therefore, if we can find a commercially available device that will meet a client's needs, V-LINC will not take on the project, except in very special circumstances.

## V-LINC Approved Projects

V-LINC has a specific project cycle to ensure that the assistive devices we provide our clients are safe, effective, and in keeping with our mission. For risk management purposes, only the projects that adhere to this cycle can be considered V-LINC projects. V-LINC will not be able to offer reimbursement for any project that is not approved by our Client Services Team or our Project Review and Acceptance Committee.

## Background Checks

All V-LINC volunteers must pass a background check. We will notify you of the results if something is noted. More information on what crimes may preclude service is available upon request.

## Client Visits

For risk management purposes, we require that at least two V-LINC volunteers be present during client visits. Exceptions to this rule are if the meeting takes place in a public place, such as a school or workplace, or if a caregiver will also be present during a visit in the client's home. Any additional exceptions should be discussed in advance with the Executive Director or their designee.

## Confidentiality

A client's personal information, including medical records, may only be shared in cases where it is required to serve the client. This information must be kept private at all times and should only be discussed in the context of the project. Personal information or photos of our clients may only be shared outside of V-LINC with written permission from the client.

## Volunteer Status

To be considered a V-LINC volunteer, you must participate in some manner on active committees, on projects or by volunteering in the office. Each January we will ask all of our volunteers to reconfirm their interest in remaining a volunteer. Volunteers may become inactive for several months as circumstances arise precluding active participation. Inactive volunteers will still receive Volunteer Bulletins, as well as our newsletters.

## Volunteer Participation

In order to play a substantial role on a project —whether serving on a project team or meeting with clients — you must be a volunteer registered with V-LINC. This means we need to have an application on file for you and you must have passed our background check. It's not that we're control freaks – we just have to make sure everyone who is playing an active role on our projects has gone through our screening process!

**Training and Retraining**

Any new V-LINC volunteer who will interact with clients is required to participate in a training session. All volunteers who wish to continue to interact with clients must participate in a refresher training at least once every two years.

**Speaking on Behalf of V-LINC**

We are always very appreciative of our volunteers who help us spread the word about V-LINC. If you plan to give an official presentation about V-LINC, we ask that you let us know. We may decide to send a staff member with you, depending on the topic. Please be aware also that only V-LINC's executive director or our PRAC Committee can make any commitments on V-LINC's behalf.

**Using the V-LINC Logo**

If you would like to use the V-LINC logo to help promote your team or our work, please let us know. We approve these requests on an individual basis.

**Patenting Your Designs**

After the V-LINC client is served, you may choose to license, sell, or manufacture your design at your own expense. All intellectual property rights and further liability belongs to the inventors. V-LINC claims no rights or responsibilities.

**Materials Purchasing**

V-LINC reimburses our volunteers for the materials they use up to \$200. Please submit your original receipts with the form found on our website or at the end of this handbook (see Forms) either immediately after you make your purchase or at the conclusion of the project. However, you must discuss your project budget with our Project Coordinator before making any purchases as he will approve your reimbursement.

## Frequently Asked Questions

**Q: Does V-LINC have any space where I can work on a project?**

**A:** Our space is very limited. Most volunteers work on projects in their homes or have access to a workshop through their employers. We have a workbench and various supplies, such as motors and fasteners that are available to you if they would be helpful for your project. Please see our website for photos and descriptions.

**Q: How will I hear about new projects and volunteer opportunities?**

**A:** Sometimes we approach volunteers directly if we know they have the necessary skills and haven't had a project recently. In other cases, we'll post a note on our website and on our Facebook page, as well as circulate an e-mail message asking for volunteers.

**Q: I'm not working on any projects right now. Are there other ways I can stay involved?**

**A:** Our Client Services Team (CST) and Project Review and Acceptance Committee (PRAC) meet regularly throughout the year. If you want to stay involved, feel free to attend one of our monthly meetings. The CST meets at 6 p.m. on the second Wednesday of the month at our office and the PRAC meets at 6 p.m. on the fourth Wednesday of the month at the National Electronics Museum in Linthicum, Maryland. If you're interested in attending, please contact our Volunteer Maryland Coordinator (410-554-5413) to confirm the meeting date.

**Q: Can I patent a design I create for V-LINC?**

**A:** Yes. After the V-LINC client is served, you may choose to license, sell, or manufacture your design at your own expense. All intellectual property rights and further liability belongs to the inventors. V-LINC claims no rights or responsibilities.

**Q: I have attended at least one training session. Do I have to attend another?**

**A:** We ask that volunteers who wish to continue to interact with clients participate in a refresher training at least once every two years. This is a good opportunity to connect with your fellow volunteers and discuss challenges encountered as well as and best practices for working with our clients.

**Q: If I have questions or need advice on a project, where can I get help?**

**A:** V-LINC has many volunteers with varied backgrounds. If you need help, just ask! Contact our Project Coordinator or our Volunteer Maryland Coordinator who can connect you with someone who can offer his or her assistance.

**Q: How does V-LINC ensure the devices volunteers create are safe for clients?**

**A:** We take safety very seriously. Not only is it our Project Volunteer's number one priority as they design and build devices, we have several Medical Volunteers who are part of the review process. They include nurses, and occupational and physical therapists. They use their professional judgment to evaluate each project from a safety standpoint and are happy to provide ongoing consultation on a project. Additionally, a primary responsibility of the PRAC is reviewing projects as they develop for safety as well as function.

**Q: How much of a time commitment does a V-LINC project require?**

**A:** It really depends. Some of our projects can be completed in a couple of weeks and others take months depending on both the complexity of the project and the availability of our volunteers. We try to find projects that match our volunteers' availability.

**Q: What happens when the client changes their mind about something mid-project?**

**A:** It is wise to contact V-LINC's Project Coordinator for guidance if you encounter this. In some cases, the Project Coordinator may recommend a change in direction and in other cases; he may explain to the client that such a change is impossible. Significant changes might need to go through the review and approval process before work can proceed.

**Q: I know someone who needs a customized assistive device. Since I'm a volunteer, can I go ahead and build it?**

**A:** For risk management purposes, V-LINC has a specific project cycle that all projects must follow. This ensures that the assistive devices we provide our clients are safe, effective, and in keeping with our mission. If you know someone who needs a customized assistive device, please refer him or her to our office or website to make a request. Our staff and Client Services Team will screen the request and the Project Review and Acceptance Committee will review it.

**Q: What happens if I find a commercial solution for the client as I'm working on the project?**

**A:** Ideally, we will identify any commercial solutions as we screen the request and refer the requestor to that product. Sometimes, though, in looking for your own solutions to the project you're working on you may find a commercially-available product we didn't find. In these cases, please contact our Project Coordinator for guidance. It may be determined that the commercial product still needs to be modified in order to work correctly for the client. However, in most cases we will not purchase the product for the client. We may have suggestions for how the client could access funds themselves, though. In cases of hardship, we may consider purchasing the product so it can be modified.

## V-LINC Project Flow

V-LINC strictly follows a process designed to ensure the all devices we provide our clients are safe and effective.

1. **Intake:** V-LINC staff receives a request. If it is determined by staff or a Client Services Team (CST) volunteer that a commercially available product is available to meet the requestor's needs, V-LINC will refer the person to that product. If such a product does not exist, the request will proceed to the Client Services Team.
2. **Client Services Team (CST) Reviews Request:** Each request is reviewed by the CST, which is comprised of members with engineering and medical backgrounds. A site visit will typically be made by a Project Volunteer and a Medical Volunteer to assess the requestor's needs, abilities, and disabilities. If the CST determines it is a viable project for V-LINC, it will be sent to the Project Review & Acceptance Committee for review.
3. **Project Review & Acceptance Committee (PRAC) Approves/Rejects Project:** The PRAC, which is comprised of members with engineering and medical backgrounds, reviews each project and approves or denies it based on whether V-LINC can safely and effectively accomplish the request. All V-LINC projects must be approved by the PRAC before work begins.
4. **Volunteer is Matched with the Project:** Once a project is approved, V-LINC will either approach a Project Volunteer directly (based on his or her skill set and availability) or will list the project on our website and circulate a call-for-volunteer notification by e-mail and our Facebook page.
5. **Client Notification:** Clients are notified by the V-LINC office when their project has been approved, and are asked to sign a photo release form.
6. **Project Work Begins:** The Project Volunteer usually kicks off his or her work by visiting with the client. It's important that both the volunteer and the client agree on the problem to be solved, and it's wise to take a lot of pictures that can be referred back to throughout the project work. Later, ideas and prototypes should be presented and approved by the client before final fabrication begins. Tips for a successful project can be found on page 15. Don't forget to discuss your project budget with our Project Coordinator before you purchase any materials.
7. **Project Updates are Provided Throughout the Process:** The PRAC will request brief updates as the project progresses to offer guidance and feedback. These meetings take place on the fourth Wednesday of each month at the National Electronics Museum in Linthicum, Maryland. Project Volunteers will be notified in advance by the V-LINC Project Coordinator if the PRAC wishes to hear an update.
8. **Testing:** In many cases, a V-LINC project doesn't conclude when the product is handed over to the client. Adjustments will likely have to be made as the client begins to use the product. Please leave time to make a follow-up visit to see how your device is working for the client.

- 9. Project Completion:** Once a client is satisfied with his or her product, V-LINC can officially close the project. At the end of each project, the Project Volunteer should submit a brief report documenting the project and request his or her client sign a Project Release Form. Both forms can be found on V-LINC's website and at the end of this handbook (see Forms).

# Tips for Success

## 1. The client and volunteer must agree on the project objective, i.e. problem to be solved.

This sounds simple, but it is easy for there to be a difference between what you think you're solving and what the client thinks you're solving. Talk with the client about what is to be accomplished, focusing on WHAT the function/capability is to be provided instead of HOW it is going to be provided. Make sure you both are in agreement about what ability is to be gained as a result of your work.

Additionally defining a project objective helps prevent "scope creep." Many clients have multiple needs. It is okay to accommodate more than one need in project, but both the client and the volunteer need to know what the limits, i.e. objective, of this project are.

- **Put the objective in writing and share it with V-LINC's Project Coordinator.**
- **Be sure the client has a copy.**
- **As the project progresses, check back to make sure you're still headed towards your objective.**
- **Revise, if necessary.**

Examples of project objectives:

- A. Two problems have been identified that need to be solved for our client:
  - She needs to be able to sew straight stitches with her sewing machine.
  - She needs to be able to put on and take off her shoes by herself.
- B. To construct adaptive tools for grooming, brushing, and clipping dogs as well as changing clipper heads to help Amy cope with Charcot-Marie-Tooth disease and keep her dog grooming business.
- C. Tyshawn needs to be able to easily access and transport his walker while remaining seated in his wheelchair. The device will allow Tyshawn to go from the wheelchair to the walker and return without assistance. The location of the walker on the wheelchair will not affect the function of the chair nor inhibit any movement currently available to Tyshawn.

## 2. Determine the client's capabilities and limitations.

This involves both gathering data and talking with the client. It may feel uncomfortable at first to talk with a client about their disability, but remember: they are living with their condition; it is not embarrassing for them to talk about it.

- Before meeting the client, do some internet research on the diagnosis/condition.
- If it wasn't already provided, ask V-LINC's Volunteer Maryland Coordinator for information from the Client Services Team (CST) visit with the client. The Volunteer Maryland Coordinator can also put you in touch with the Project and Medical Volunteers who participated in the CST visit.
- Speak candidly with the client about his or her condition.
- Take lots of pictures.

Some items to discuss and observations to make:

- Is the condition stable or is it likely to improve or deteriorate?
- If they are in a wheelchair, is it a permanent chair or are they planning to migrate to different chair? Take measurements and pictures of the chair.
- Take any measurements necessary for the project. Some typical ones include:
  - Reach and range of motion for each hand/arm
  - Lifting strength (a spring scale is useful for taking this measurement)
  - Head range of motion/rotation
  - Ability to stand, self transfer, and general mobility
  - Range of posture: sitting, standing, lying. Are there any limits on the amount of time they can maintain a particular posture?

### **3. Identify potential solutions and concepts.**

This is the brainstorming portion of the project. Thinking about the project in the shower counts!

- Be on the lookout for any solution, including commercial solutions. We try to identify any commercial solutions before approving a project, but if you find one, call either our Project or Volunteer Maryland Coordinator. V-LINC will work with you to determine whether that is the best option for the client. If the commercial solution needs modification to meet the needs of the client, it may become part of your project. In cases of hardship we may consider purchasing the product for the client or we may have suggestions for how the client might be able to access funding him or herself.
- Always try to find more than one solution. If you only have one, you're probably too tightly focused. Try another "pair of eyeballs" if you just can't seem to find another solution. We can always connect you with your fellow volunteers if you'd like to run your idea by someone else.
- Do lots of sketching, and—if you have 3-D CAD capabilities—model building. But keep in mind that our clients have very limited technical knowledge. It is unlikely that sketches, much less 3 view orthographic projections, will communicate your ideas effectively to them.
- Create "cardboard and duct tape" models. You can use whatever material you want, but the model should approximate the size, shape, and movement of the planned final device. This will give the client an understanding of how the device will fit into and work in their world. It will also give them a basis for choosing between different concepts you present them and possibly, offering suggestions on how the concept can be improved from their standpoint. It will give you confirmation that the client can access the device and that the device can interact with other elements of the client's environment.
- With your client, decide which concepts you'll proceed with into the prototyping phase.
- Take lots of pictures. These will come in handy throughout the rest of the project.

### **4. Build and test your prototypes.**

This is the fun part—you get to invent something!

- Avoid the "Build Now/Plan Later" syndrome. As with any building project, it's a good idea to have detailed plans (at least sketches, if not CAD drawings) and a bill of materials/parts list.
- Remember: Client safety always has to be the number one priority. The device you build must be stable and have no sharp edges that could potentially injure the client. Particular attention must be paid to any design that includes electrical components.
- Another important consideration is ease of use for the client and/or aides. Most clients and their aides are not likely to be very technically-savvy. A device that requires regular adjustment to operate will not be effective and is likely to be discarded. The KISS (Keep It Simple Stupid) principle applies!

## Important Contact Information

V-LINC Main Number: 410-554-9134

Sandy Fishman – Office Coordinator

[sfishman@v-linc.org](mailto:sfishman@v-linc.org)

410-554-9134

Theo Pinette – Executive Director

[tpinette@v-linc.org](mailto:tpinette@v-linc.org)

410-554-9148

Donté Taylor – Volunteer Maryland Coordinator

[dtaylor@v-linc.org](mailto:dtaylor@v-linc.org)

410-554-5413

John Walker – Project Coordinator

[jwalker@v-linc.org](mailto:jwalker@v-linc.org)

410-554-9134

Want to keep up-to-date on new projects, completed projects, and other interesting information?

“Like” V-LINC on [Facebook](https://www.facebook.com/vlinc) (facebook.com/vlinc) and follow us on [Twitter](https://twitter.com/V_LINC) (@V\_LINC)!

# Forms



LINC and VME Together

2301 Argonne Drive  
Baltimore, MD 21218  
410.554.9134 – phone  
410-261-2907 – fax  
[www.v-linc.org](http://www.v-linc.org) – website

## Final Project Report

Project Name \_\_\_\_\_ Client Name \_\_\_\_\_

Project Number \_\_\_\_\_ Date of Report \_\_\_\_\_

Volunteer Name(s) \_\_\_\_\_

Volunteer Address \_\_\_\_\_  
City State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

What was the project request? \_\_\_\_\_

What could the client do better as a result? \_\_\_\_\_

What equipment or services did you provide? \_\_\_\_\_

Were any V-LINC or personal funds used to complete the project? If so, list purchases, fund sources and amounts. (Submit receipts separately for reimbursement.)

Please list the total number of hours worked for this project. Please include any hours on the project that you have already submitted to V-LINC. If you are including hours that you have not submitted to V-LINC yet, please also submit them on our website or indicate which hours below have not been submitted so we can do it for you. Electronic and hardcopy hours submission forms can be found here: <http://www.v-linc.org/volunteer-hours.html>

**\*\*\* Please attach any description, drawings, schematics, photos \*\*\***



## Project Release Agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I acknowledge that V-LINC has developed and/or installed the equipment listed below.

The equipment is for my personal use or for the personal use of \_\_\_\_\_ who is in my care. V-LINC has provided services to me at a charge of \$ \_\_\_\_\_. I understand that approximately \_\_\_\_\_ hours of service were provided by V-LINC and its volunteers to complete this project. I have participated in the development, testing and/or evaluation of the equipment. I acknowledge receipt of the equipment in "as is" condition. V-LINC has made no representation about its condition or appropriateness of use. Any commercial devices are subject to manufacturer warranty provisions.

I hereby waive, release and save harmless V-LINC from any or all liability that may arise as a result of my possession, custody or use of the equipment.

**V-LINC may use my name and my photographs to promote its charitable purposes.**

\_\_\_\_\_  
Signed: (client or caregiver) Date

\_\_\_\_\_  
V-LINC Volunteer Date

\_\_\_\_\_  
Coop-agency representative (if applicable) Date

\_\_\_\_\_  
V-LINC Medical or Engineering Advisor (if applicable) Date



LINC and VME Together

2301 Argonne Drive  
Baltimore, MD 21218  
410.554.9134 – main  
410-261-2907 – fax  
[www.v-linc.org](http://www.v-linc.org)

## Project Reimbursement Form

- 1) Your planned purchases must be pre-approved by the Project Coordinator
- 2) Submit either after you have made your purchases or at the conclusion of the project
- 3) Original receipts must be attached

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Expenses

Date	Project Name	Project #	Vendor	Amount

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by: _____	Post # _____	Check # _____	Date: _____
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# Volunteer Hours Report Form

This form can be completed online at: <http://www.v-linc.org/volunteer-hours.html>

Name \_\_\_\_\_

Time Period for which you are submitting hours (i.e. Jan 1, 20XX - March 30, 20XX) \_\_\_\_\_

**Please enter the number of volunteer hours worked in the table below.**

If you were not working on a specific project, please write N/A. If you were working on more than one project during this period, please enter your hours for that project separately. If you are entering team hours, each volunteer's hours should be submitted individually. If you participate in Client Services Team meetings or Project Review and Acceptance Committee meetings, please note that we log those hours for you.

Project Name	Engineering Design/Testing Hours	Machining/Fabrication Hours	Medical (OT/PT/Nurse) Hours	Team or Committee Meeting Hours	Office/Computer Center Hours

If you are unsure which category your hours fall into, please list them below with a description of the work you did.

Signature \_\_\_\_\_

Date \_\_\_\_\_