



**2008-2009 Application**  
**UT SVB BOARD MEMBERS**  
**Deadline for Applications: Mon, March 30**

This application is for students who would like to chair a current UT SVB Project.

Thank you for your interest in applying to be a member of the UT Student Volunteer Board.

**WHAT IS THE UT STUDENT VOLUNTEER BOARD?**

The UT Student Volunteer Board (or UT SVB) is an umbrella organization that houses thirteen projects: H2O, Longhorn Outreach, Longhorn Philanthropy Council, Project 2010, Project Reach Out, Senior Smiles, Texas AHA, Texas F.I.R.S.T., Texas SOS, UT HOPE, UT PLAYS, UT Reads, and Youth & Education. Each of these projects serves a specific population. As a member of the UT SVB, you would become a board member of one of these projects.

**WHAT KIND OF TIME COMMITMENT IS INVOLVED?**

As a Board Member, you are required to attend a bi-weekly supervisory meeting with a staff advisor, to be set at a time of your convenience, and attend a weekly General Board Meeting on **THURSDAYS** from **5:00 to 6:00 p.m.** If you cannot attend this weekly meeting, please do not apply. In addition, you will need to have time, as a co-chair, to devote to your specific project. This may involve separate weekly or bi-weekly meetings with your members, planning meetings with non-profit agencies your project might work with, and of course, time for volunteering!

**WHY SHOULD I APPLY FOR A POSITION ON THE BOARD?**

Joining the UT SVB is a great way to meet other students who are passionate about serving and giving back to the University and Austin community at large. It is also an excellent way to practice leadership through service!

**AM I ELIGIBLE TO APPLY?**

As long as you:

- Have attended UT for at least one long semester
- Will be available BOTH fall and spring semesters
- Can attend weekly Thursday General Board meetings
- Have a love for volunteering!

You are eligible to apply!

**WHAT DOES THE APPLICATION PROCESS ENTAIL?**

In order to be considered for a position on the Board, you must (a) fill out the following application, and (b) attend an interview. Applications are due to the Student Organization Center desk (SSB, fourth floor) by **MONDAY, March 30 at 5:00 p.m.** Then, e-mail Krystle Nelson, [k.nelson@austin.utexas.edu](mailto:k.nelson@austin.utexas.edu), to schedule an interview between April 3 and April 4.



**2008-2009 Application**  
**UT SVB BOARD MEMBER**

The UT SVB is looking to fill the following positions on the Board for the 2009-2010 academic year:

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

Address \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ Classification (by years): \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

**Positions** - Rank the areas in which you would most like to lead. Please indicate no more than six choices.

(Refer to position descriptions on the following pages of this application.)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> H2O(2*)       | <input type="checkbox"/> Longhorn Outreach(3*) | <input type="checkbox"/> Project Reach Out(4*) |
| <input type="checkbox"/> Texas AHA(2*) | <input type="checkbox"/> UT Hope(2*)           | <input type="checkbox"/> UT Plays(2*)          |
| <input type="checkbox"/> UT Reads(2*)  | <input type="checkbox"/> Senior Smiles(2*)     | <input type="checkbox"/> Youth & Education(2*) |
| <input type="checkbox"/> Texas SOS(2*) |  |  |

**PROJECT 2010**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Project 2010 Co-chairs(2*)         | <input type="checkbox"/> Project Logistics              | <input type="checkbox"/> Project Fundraising           |
| <input type="checkbox"/> Project Volunteer Management       | <input type="checkbox"/> Project Public Relations       | <input type="checkbox"/> Project Service Learning      |
| <input type="checkbox"/> Project External Chair             | <input type="checkbox"/> Project Internal Chair         | <input type="checkbox"/> Project Site Management Chair |
| <input type="checkbox"/> Project Volunteer Management Chair | <input type="checkbox"/> Project Community Fair Chair   | <input type="checkbox"/> Project Fundraising Chair     |
| <input type="checkbox"/> Project Community Relation Chair   | <input type="checkbox"/> Project Service Learning Chair |  |

**LONGHORN PHILANTHROPY COUNCIL**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> LPC Chair                    | <input type="checkbox"/> LPC Co-chair         | <input type="checkbox"/> LPC Recruitment Chair   |
| <input type="checkbox"/> LPC Financial Chair          | <input type="checkbox"/> LPC Promotions Chair | <input type="checkbox"/> LPC Logistics Chair     |
| <input type="checkbox"/> LPC Administrative Assistant |   | <input type="checkbox"/> LPC Internet Technology |

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Engagement and the Volunteer & Service Learning Center**

## **General Information**

### **PROJECT 2010 (February 2010)- Mission Statement**

"The Project is a large-scale one-day service tradition involving students, faculty, staff, and alumni of the University of Texas at Austin, which leaves a lasting impression on the community and the volunteers. As a student-run event, with support from the people of Austin, non-profit organizations, and local businesses and agencies, and Keep Austin Beautiful, the Project seeks to strengthen the community through hands-on participation."

The Project started in 1999 with Project 1000. A group of caring UT students got together and dreamed of an event where a thousand volunteers might complete needed service work in one day. Much to their surprise, 2000 volunteers showed up! A tradition began. In the past eight years, over 12,000 UT students have participated in the planning and volunteering in The Project. Planning for The Project starts one year before the event. Over \$50,000 must be raised, 100 Team Leads recruited, 2000 volunteers taken care of, as well as establishing working and caring relationships with the community and schools we work with. Serving on the committee is a lot of work, but the results are the best! Let's get to work!

### **LONGHORN PHILANTHROPY COUNCIL (APRIL 2010)**

The Longhorn Philanthropy Council (LPC) seeks to promote goodwill at the University of Texas as well as in the greater Austin Community. LPC provides realistic and hands on opportunities for students to engage in philanthropic community service projects to make a positive change.

#### ***Type the answers to the following 10 questions:***

- 1. Why do you want to be a member of the UT SVB and what is your vision for UT SVB?**
- 2. Why are you interested in the positions indicated above?**
- 3. Have you participated in Project, LPC or any of the list positions above?**
- 4. Write about a volunteer experience that has shaped the way you think about service.**
- 5. Why do you feel that UT SVB community service programs are important to the University and Austin communities?**
- 6. List service projects you have participated in within the past two years. Also note any leadership roles you have had within other service organizations or projects.**
- 7. List any experience you have with program planning.**
- 8. What other commitments do you have in the upcoming 2009-10 academic year?**
- 9. List your extracurricular commitments for the 2008-2009 school year, especially prior to February 2009.**
- 10. Please provide any additional information you feel we should know about you.**

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STUDENT VOLUNTEER BOARD  
2009-2010 BOARD POSITIONS AND DESCRIPTIONS  
APPLICATION ARE BEING ACCEPTED FOR THE FOLLOWING POSITIONS

**Hunger and Homelessness Outreach (H2O)—2 Co-chairs**

H2O is a program that not only increases awareness but also finds volunteers willing to serve area agencies that help those in need of food and shelter. H2O is a group of more than 30 volunteers per semester that gives its time to serve at soup kitchens, prepare lunches for the homeless, or collect and inspect food for the hungry.

**Longhorn Outreach—3 Co-chairs**

Longhorn Outreach is a fun and flexible group any UT student can join at any time. Longhorn Outreach selects various volunteer opportunities each month involving a wide array of causes including: the environment, animals, elderly, children, poverty-stricken, and the local needs of the Austin community. Events and meetings are not mandatory, which allows student volunteers that flexibility to participate in their spare time.

**Project Reach Out—4 Co-chairs**

Project Reach Out is a semi-annual event dedicated to service, connecting UT students with Austin non-profit agencies. Each of the co-chairs will work in one of the following areas: fundraising, student organization liaison, non-profit agency liaison, and event management.

**Senior Smiles—2 Co-chairs**

Senior Smiles reaches out to the senior citizens in the Austin community. Senior Smile participates in events such as the Alzheimer's Walk, Adopt-a-Grandparent program, the Veterans Day Party, and much more.

**Texas AIDS/HIV Awareness (AHA)—2 Co-chairs**

Texas AHA's aim is to raise HIV/AIDS awareness and to unite efforts in not only fighting against the disease, but supporting those affected. As a project eager to increase HIV/AIDS awareness on campus, Texas AHA provides hosts seminars, presentations, and other educational services, as well as collaborates with organizations such as the AIDS Services of Austin and Care Communities.

**Texas S.O.S – Saving our Sisters – 2 Co-chairs**

The focus of Texas S.O.S., is to recognize the various negative, social experiences of women of all ages. The range is wide, varying from bullying for girls in adolescence to dating violence and relationship abuse for older women. Texas S.O.S. incorporates three main objectives: *preventative measures*, *victim outreach*, and *general advocacy*.

**UT HOPE—2 Co-chairs**

UT HOPE is devoted to helping spread information about healthcare to underserved communities. Student volunteers will focus on specific health issues every month.

**UT Plays—2 Co-chairs**

UT Plays seeks to serve the children and families of the Austin community, particularly the underprivileged, abused, neglected, and developmentally disabled, as well as immigrant children and families. UT Plays works with agencies such as Family Connections, Arc of the Capital Area, and Austin Children's Shelter.

## UT SVB POSITIONS CONT'....

### **UT Reads—2 Co-chairs**

UT Reads is designed to cultivate a love for reading in the hearts of Austin's children through interaction with committed and inspiring student volunteers. By partnering with local elementary schools to host monthly read-a-thons and by weekly assisting with the Heart House after-school reading program, UT Reads strives to promote a passion for reading.

### **Youth & Education—2 Co-chairs**

Youth & Education is a weekly tutoring program working with Neighborhood Longhorns and Impact 300 to pair UT students with Austin elementary and high school students. Volunteers are asked to tutor one hour a week for a semester and are encouraged to attend monthly service events.

### **Project Co-Chair (2)**

Responsible for overall leadership of the Project, including the establishment of working relationships with committee members, Keep Austin Beautiful, project sites, donors, non-profits, and the VSLC staff. He or she must meet weekly with committee members at regular meetings as well as meet with the Chair and VSLC advisors. He or she is also responsible for creating and implementing strategic plan for the Project, attending neighborhood association meetings, and meeting with project sites on a regular basis. It is critical that the Chair and Co-Chair work hand-in-hand with the Logistics Committee.

***VERY High time commitment. Beneficial to selection if able to work over the summer.***

### **Project Logistics (2-3)**

Responsible for coordinating the actual service project, from the design of how the event will accomplish its service goals, training Team Leads, establishing a communications system, establishing transportation to and from project site, and managing resources the day of the project. They will work closely with the members of the General Committee to develop relationships with the planned Project sites. The real heart and soul of the day's work, this committee begins working long before the actual event to ensure a smooth and quality Project.

***VERY High time commitment. Beneficial to selection if able to work over the summer.***

### **Project Fundraising (2-3)**

This committee is responsible for compiling The Project's budget of over \$50,000, and works with campus and off-campus organizations to find funding for the event. This may include corporate sponsorships, soliciting local businesses or government agencies for in-kind items, working with University accounting staff for bill payment. At times, this position also requires interviewing with various university entities, such as Student Government, to solicit funds.

### **Project Public Relations & Promotions (2)**

Oversees and coordinates all publication, advertising, volunteer recruitment, & media coverage for the event. Committee members may participate in campus advertising activities, writing press releases, securing media coverage, working closely with Student Publications, and assisting with radio & TV reports during the event. A background in media, art, and/or writing is a plus to join this committee.

## UT SVB POSITIONS CONT'....

### **Project Service Learning (2)**

This committee helps to find connections and opportunities for the Project. Finding art students to paint a mural or a Finance class to offer the community free tax advice are just a couple of the many connections this committee searches for. The goal is to further the bond between the target community and the University of Texas as well as to create an opportunity for individuals to learn the value of service. Another important task this committee must complete each year is the planning of a community fair in the target neighborhood, including the arrangement of the location, vendors, food, and publicity. If you are organized, energetic, a people person, and a problem solver, this is the committee for you.

### **Project Volunteer Management (2)**

Responsible for organizing & managing the UT student, staff, and faculty volunteers for the event. There are two specific aspects that these chairs must focus on. One is the task of enlisting Team Leads and facilitating their involvement with the committee and the planning process. Accomplishing this requires planning multiple information sessions to recruit as well as arranging training sessions for Team Leads once they are selected. The other critical task is the recruitment of volunteers for the event. Volunteer Management must work with all the volunteer services, including food, water, emergency, recognition, registration, and other support services. This committee works closely with Public Relations, Team Leads, and Logistics during recruitment efforts.

**Project 2010 - External PR Chair:** responsible for publicizing to the Austin community. Publicize community fair, Project website, organizing press releases, contacting news stations. Work with internal committee to develop theme, flyer design, and save the date cards.

**Project 2010 - Internal PR Chair:** responsible for publicizing to the UT community. Coordinate committee tabling, campus flyering, facebook events, listserv contacts, etc. Work with external committee to develop theme, flyer design, and save the date cards.

**Project 2010 - Site Management Chair:** responsible for site management – contacting and securing sites for the event. Doing a tools and site needs assessment. Creating letters of agreement for each site contact.

**Project 2010 - Volunteer Management Chair:** coordinating and recruiting Team Leads, registration procedures, zones, and bus routes. Hold regular Team Lead info sessions, meetings, and training sessions.

**Project 2010 - Community Fair Chair:** coordinating community fair. Responsible for securing a location and making contacts with potential participants, both on campus and off campus.

**Project 2010 - Fundraising Chair:** securing in-kind donations, thank-you gifts for partners, bus drivers, etc. securing donations from campus departments.

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UT SVB POSITIONS CONT'....

**Project 2010 - Community Relations Chair:** being the main voice and contact to the community partners. Being available to coordinate unique community needs, plus APD neighborhood map, attending neighborhood assn. meetings, etc.

**Project 2010 - Service Learning Chair:** responsible for keeping the history of Project and educating the committee and Team Leads each year. Educate volunteers about the community via email upon registration. Create a reflection activity for volunteers.

**Longhorn Philanthropy Council -Chair:** responsible for overseeing all sub-committees, sets membership meetings and agendas and is in charge for overall operations.

**Longhorn Philanthropy Council – Co-chair:** provides support for the chair and serves as a resource to all sub-committees and chairs.

**Longhorn Philanthropy Council - Recruitment Chair:** responsible for recruiting new members, organizing information sessions and facilitating the member application process.

**Longhorn Philanthropy Council – Financial Chair:** Generates sponsorships to fund LPC events from local and national companies, as well as alumni. Builds and manages sponsorship relationships.

**Longhorn Philanthropy Council - Promotions Chair:** Creates a campus- and city-wide marketing campaign to generate interest in LPC events. Provides support for philanthropic events.

**Longhorn Philanthropy Council – Logistics Chair:** Coordinates event details (such as venue reservations, entertainment, etc.). Takes strong leadership role on event days.

**Longhorn Philanthropy Council – Administrative Assistant:** provides support for overall operations of LPC and take attendance, take minutes and send out reminders.

**Longhorn Philanthropy Council-Internet Technology:** This job requires an individual to create and maintain the LPC website, and internet related promotional tasks, along with carrying out the functions necessary to enhance each of LPC's unique projects.

The University of Texas at Austin t Student Volunteer Board thanks you in advance for applying. If you have any questions, please contact their advisor, Krystle Nelson at 512-232-2928 or email her at [k.nelson@austin.utexas.edu](mailto:k.nelson@austin.utexas.edu).

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