



Board Member Application, 2014–2015

OFFICIAL USE ONLY
Meets co-curricular requirements: Y N

Executives | Committee Chairs | Coordinators | Dream B.I.G. Student Coordinators

THE VOLUNTEER ACTION CENTER (VAC) is a student-led organization that coordinates student volunteer efforts with on-campus programs and area nonprofits.

The VAC aims to engage and empower students through volunteerism to enhance their overall education and benefit the Northwest Arkansas community. For more on VAC programs please visit service.uark.edu or visit us in ARKU A643.

We are accepting applications for all 2014–2015 positions. Detailed information is on pages 3–5.

THE APPLICATION consists of this form (including a reference), the questions in item 4, and a resume.

INTERVIEWS are required for Executive, Chair, and Dream B.I.G. applicants (marked with an [*] below).

BACKGROUND CHECK — Literacy & Dream B.I.G. applicants must pass a background check if selected.

APPLICATION TIMELINE

Applications available: Monday, February 17
 Interest session, ARKU 503: Tuesday, February 18, 5p
 Applications due: Friday, March 7 by noon
 Interviews: Sunday, March 9 – Thursday, March 13
 Acceptance notification: Wednesday, March 19
 Begin shadowing at board meetings: Thursday, April 3
 New board installed: Thursday, May 1

QUESTIONS — Please contact Angela Oxford at afoxford@uark.edu or 479–575–4791.

I. BASIC INFORMATION

FULL NAME		STUDENT ID	CLASSIFICATION (check one)			
MAJOR		EMAIL	PHONE			
LOCAL ADDRESS		CITY	ST	ZIP		
<input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL		<input type="checkbox"/> Photoshop	<input type="checkbox"/> Publisher	<input type="checkbox"/> Graphic design	<input type="checkbox"/> Photography	
T-SHIRT SIZE (check one)		DO YOU HAVE ANY OF THE ABOVE SKILLS?				

2. REFERENCE — Please list someone you have worked with in a professional setting (not a friend or family member) whom we can contact about your commitment to service and the strengths you would bring to the VAC.

NAME	EMAIL
PHONE	RELATIONSHIP TO YOU

3. POSITIONS — Please rank, in order of preference, any positions you would like to be considered for (where 1 is most preferred). You may apply for as many or as few positions as you like. Please see the descriptions on pages 3–5.

Executives

- ___ President*
- ___ VP of Program Development*
- ___ VP of Operations*
- ___ VP of Communications*
- ___ VP of External Relations*

Full Circle Pantry Committee

- ___ Pantry Chair*
- ___ Volunteer Coordinator
- ___ Food Drive Coordinator
- ___ Application Coordinator
- ___ Donations Coordinator
- ___ Communications Coordinator

Literacy Committee

- ___ Literacy Chair*
- ___ Curriculum Coordinator
- ___ Logistics Coordinator
- ___ Volunteer Coordinators (5)
- ___ Communications Coordinator

Razorback Recovery Committee

- ___ Razorback Recovery Chair*
- ___ Operations Coordinator
- ___ Community Partner Coordinator
- ___ Outreach Coordinator
- ___ Communications Coordinator

Events Committee

- ___ Events Chair*
- ___ MADD Donations Coordinator
- ___ MADD Volunteer Coordinator
- ___ MLK Day of Service Coord.
- ___ Hogs Care Coordinator
- ___ Spring Events Coordinator
- ___ Communications Coordinator

Dream B.I.G. Student Coord.

- ___ SC for Communications*
- ___ SC for Logistics*
- ___ SC for Mentor Training*
- ___ SC's for Curriculum* (2)

4. QUESTIONS

Questions for all applicants — *On a separate sheet, please answer questions 1–4. Please type all responses.*

1. Please describe your past leadership experiences that would make you an ideal candidate for a VAC Board position.
2. What has been your best experience with service so far, and what made that experience special?
3. What is your vision for the future of the VAC? Second, in relation to one of your top-ranked positions, what new ideas do you have to improve the VAC?
4. What are your future plans/goals and how will being a VAC Board Member help you to achieve those goals?

Additional questions for Dream B.I.G. applicants — *If you are applying for any Dream B.I.G. Student Coordinator position, please also answer questions 5–8.*

5. Why do you want to be involved with Dream B.I.G. as a Student Coordinator?
6. What is your personal mentoring philosophy, and how has mentorship played a role in your personal and professional development?
7. What do you consider to be one of the most pertinent issues faced by middle and/or high school students in Arkansas?
8. Will you be in Fayetteville during this summer? If so, would you be interested in working with the summer staff to develop the new partnership? What dates, roughly, will you be available?

5. SUBMISSION — *Please submit all application materials to the Center for Community Engagement, ARKU A643 by the deadline of noon Friday, March 7. Acceptance notification occurs Wednesday, March 19. Incoming members shadow at weekly board meetings beginning Thursday, April 3 (5–6p). The new board will be installed Thursday, May 1, with all duties beginning the first week of class in August.*

Please be sure you include all required information.

- This completed application form (pages 1 and 2)
- Typed** responses to applicable questions from item 4
- Resume

*If you are applying for any Executive, Chair, or Dream B.I.G. Student Coordinator position (marked with an [*] above), you will choose an interview time when you turn in your application.*

Acknowledgement — *By signing this document I acknowledge and agree to the following* —

1. I hereby give my consent to the Center for Community Engagement and the Office of Community Standards and Student Ethics (OCSSE) to examine my academic and disciplinary records for the purpose of verifying that I meet the requirements for participation in co-curricular activities.
2. I understand that my membership with the VAC would require me to fulfill all duties associated with my position, attend meetings, complete a minimum of 25 VAC and 5 volunteer hours per semester, participate in events, and regularly check my e-mail.
3. *If I have applied for a Literacy Program or Dream B.I.G. position, I acknowledge and agree to the following* — I understand that Literacy Program and Dream B.I.G. committee members must pass a criminal background check. By applying for these position(s), I give my consent to the Center for Community Engagement to conduct a background check if I am selected.

 PRINTED NAME

SIGNATURE OF APPLICANT

DATE



Information and Position Descriptions

Please keep pages 3–5 for your reference.

All Executive, Chair, and Dream B.I.G. positions (marked with an [*] below) require interviews.

APPLICATION TIMELINE

Applications due: Friday, March 7 by noon
 Interviews: Sunday, March 9 – Thursday, March 13
 Acceptance notification: Wednesday, March 19
 Begin shadowing at board meetings: Thursday, April 3
 All duties begin the first week of classes in August.

FOR MORE INFORMATION about VAC programs or the application, please feel free to contact us —

Program/position descriptions: service.uark.edu
 Visit our offices: ARKU A643 (above Au Bon Pain)
 Email: afoxford@uark.edu
 Phone: 479–575–4791

REQUIREMENTS FOR ALL BOARD MEMBERS

Weekly meetings are mandatory for all members. All members meet every Thursday evening from 5 to 6 pm, excluding holidays and finals week. Meeting activities consist of brainstorming, planning, coordinating, and troubleshooting for volunteerism events and activities. Each committee will schedule additional time for weekly committee meetings.

Attendance is required at all VAC meetings.

1. Notification is required at least 24 hours prior to any absence.
2. Two unexcused absences per semester will result in a consultation with the VAC President. An unexcused absence is one with no prior notification to the Advisor or the President.
3. Three unexcused absences will result in consultation with the VAC Advisor and may result in removal from the board.
4. Each member is required to attend and participate in the major events hosted by the VAC each year, including, but not limited to, Make a Difference Day and the spring event.

Service hours are mandatory for all members. We require 25 VAC hours and 5 outside volunteer hours per semester. Some positions may require more than the minimum 25 hours (see the descriptions below).

EXECUTIVE OFFICERS

President* — The chief spokesperson for the VAC. In charge of planning and running meetings, serving as a contact point and source of assistance and advice to VAC members and committees, and organizing outreach events. Makes funding requests to the Program Allocations Board (PAB). Serves 80 hours per semester.

Vice President of Program Development* — Promotes the growth and development of the VAC. Supervises and supports committee Chairs. Also in charge of recruitment, training, and professional development for VAC members. Serves 48 hours per semester.

Vice President of Operations* — Fulfills the roles of treasurer and secretary. Develops and manages the VAC budget and oversees Program Allocations Board (PAB) funding requests. Makes room reservations, tracks members' office hours and attendance, and records the minutes of VAC meetings and Executive Officer meetings. Serves 32 hours per semester.

Vice President of Communications* — Responsible for the visibility of the VAC on campus and within the local community. Develops and distributes press releases, promotional materials, and advertising. Also supervises the Communications Committee, consisting of the Communications Coordinators of each committee. Serves 32 hours per semester.

Vice President of External Relations* — Manages all outreach and partnerships with outside entities, including presentations to University Perspectives classes, campus groups, and others. Serves 32 hours per semester.

PANTRY COMMITTEE — For information on Full Circle Campus Food Pantry, visit fullcircle.uark.edu.

Pantry Chair* — Responsible for ensuring the efficient operation of the Full Circle Campus Food Pantry. Chairs the Full Circle Pantry Committee whose members manage the pantry's operations. This position requires excellent organizational skills and deep dedication to the

pantry's mission. The pantry chair may also have the opportunity to further develop the pantry to serve the needs of the University of Arkansas community.

Volunteer Coordinator — Recruits, schedules, and trains volunteers. Also responsible for making amendments to the schedule as necessary due to attendance. Maintains contact with extra hands volunteers. Plans volunteer appreciation.

Food Drive Coordinator — Organizes food drives, including the annual Food Fight in the spring. When food drive planning is less active, assists in other areas as needed.

Application Coordinator — Manages the Full Circle applications in our database, updates applications as necessary, and submits monthly reports to the NWA food bank.

Donations Coordinator — Organizes facilitation of donations, keeps track of donations log, maintains contact with donors, and acknowledges past donations.

Communications Coordinator — Leads advertising and promotion for the Pantry and manages Pantry social media accounts. Organizes and leads tours of the Pantry for University Perspectives classes, campus groups, and others. Maintains the Meal Voucher program. Also sits on the Communications Committee and may assist with general VAC communications projects.

LITERACY COMMITTEE

Literacy Chair* — The liaison between the Literacy Program and principals. Leads weekly committee meetings, oversees committee members in their roles, plans and leads volunteer orientations. Schedules 5 office hours per week.

Curriculum Coordinator — The liaison with COEHP. Leads volunteer training. Manages resources and donations. Oversees MADD and MLK Day of Service projects. Schedules 2 office hours per week.

Logistics Coordinator — Works with Curriculum Coordinator on large projects. Works with Intern on

applications. Organizes resources at schools, plans distribution, and logs books. Maintains the calendar. Schedules 3 office hours per week.

Volunteer Coordinators (5 positions) — Assigned to one school in the program. Communicate with volunteers/lead volunteers and log attendance. Distribute resources and manage volunteer appreciation. Volunteer to read once a week. Schedules 2 office hours per week.

Communications Coordinator — Leads promotion and recruitment for Literacy volunteers, sends newsletters, and manages Literacy Program social media accounts. Also sits on the Communications Committee and assists with general VAC communications projects. Schedules 2 office hours per week.

RAZORBACK RECOVERY COMMITTEE — *Launching spring 2014, Razorback Recovery is the VAC's newest signature program and will work to recover unserved food on campus and provide it to those in need.*

Razorback Recovery Chair* — Oversees all aspects of the Recovery program. Leads committee meetings, and reports progress. Primary contact with Food Recovery Network national organization. Leads Recovery Leader orientation.

Operations Coordinator — Maintains all minutes, records, and documentation, including food recovery metrics in the local and national database. Assists with volunteer and donor databases. Assists with Chair responsibilities as needed.

Community Partner Coordinator — Creates and maintains donor and recipient databases, including follow-up statistics from recipients. Permanent point of contact with Chartwell's. Manages distribution of recovered foods and ensures packaging/labeling meet recipient requirements.

Outreach Coordinator — Raises public awareness. Develops partnerships with new donors/recipients. Manages scheduling and reservations. Leads events (volunteer kickoffs etc.)

Communications Coordinator — Manages Recovery social media accounts, website, and

ListServ. Researches, maintains, and communicates local food insecurity/food waste statistics. Also sits on the Communications Committee and works on general VAC communications projects.

EVENTS COMMITTEE — *In addition to their individual duties, Events Committee members assist, in a supporting role, with other events.*

Events Chair* — Oversees Events Committee and all VAC events. Responsible for the success of these events and designating tasks to board members.

Make a Difference Day Donations Coordinator — Secures all monetary and in-kind donations required to make a successful event, including breakfast donations from local businesses.

Make a Difference Day Volunteer Coordinator — Corresponds with all volunteers and manages all registrations. Trains and supervises project leaders to make the day of the event run smoothly.

Martin Luther King, Jr. Day of Service Coordinator — Plans and executes the annual MLK Day of Service. On this day, the VAC usually works to provide students with convenient service projects to honor Dr. King's legacy of service.

Hogs Care Coordinator — Organizes Hogs Care Week, a week of random acts of kindness to promote service in the Northwest Arkansas community. Develops partnerships with Arkansas Alumni Association and other groups.

Spring Events Coordinator — Will partner with a local nonprofit to develop a new volunteer event for the spring semester.

Communications Coordinator — Oversees the promotion, volunteer recruitment, and documentation (photography etc.) for all VAC events. Also sits on the Communications Committee and works on general VAC communications projects.

DREAM B.I.G. is a mentoring program that has partnered with a school in the Arkansas Delta for the last 3 years. In 2014, the program will transition to another Arkansas school.

STUDENT COORDINATORS will develop a relationship with the new community and will plan and implement the Dream B.I.G. 2015 spring break overnight camp at Mt. Sequoyah in Fayetteville.

Camp programming addresses self-esteem, goal-setting, team work, pursuit of higher education, and motivation to succeed and overcome challenges.

TIME COMMITMENT

1. 8 office hours a week in the fall and 11 hours a week in the spring (includes mentor training)
2. Attend Fall Break 2014 Day of Service/School Visit in its entirety —
Saturday, October 18 – Tuesday, October 21, 2014
3. Attend Dream B.I.G. 2015 Spring Break Camp in its entirety —
Saturday, March 21 – Wednesday, March 25, 2015

SC POSITION DESCRIPTIONS — Full SC position descriptions are available on service.uark.edu.

Communications* — Planning, development, and implementation of all Dream B.I.G. public relations strategies, social media, and mentor recruitment. Also sits on the Communications Committee and assists with general VAC communications projects.

Logistics and Community Development* — Planning and organization of people, equipment, supplies, and reservation details of the Dream B.I.G. Spring Break Camp. Additional responsibilities include assisting with coordination of community visits and developing the Dream B.I.G. partnership with the new school.

Mentor Training* — Planning, development, and implementation of all Dream B.I.G. 2015 mentor training sessions.

Curriculum* (2 positions) — Responsible for the creation and implementation of the Dream B.I.G. spring break camp curriculum.