

## **Volunteer Task**

# **Welcome Wagon**

**Make membership calls to new members and potential members in your area.**

- **Enjoy connecting with people via phone**
- **People person, energetic, outgoing, knowledgeable**
- **Willing to make calls to alumni at their leisure for a few hours a month**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to commit to regularly giving a few hours a month to making phone calls, we would appreciate your help.**

## **Volunteer Task**

### **Pen Pals**

**Send welcome/thank you notes to new members.**

- **Organized**
- **Able to maintain and complete contact lists**
- **Has basic computer skills needed to generate mailings**
- **Willing to commit two to three hours per month to complete tasks**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to commit to regularly giving a few hours a month to maintaining and sending out thank you and welcome letters, we would appreciate your help.**

## **Volunteer Task**

### **Robert's Ruler**

**Scheduling and preparing for alumni meetings.**

- **Organized with a knack for planning meetings**
- **Able to communicate dates and subject matter with attendees**
- **Understands and applies the concept of a meeting agenda**
- **Willing to commit time required as dictated by meeting frequency**
- **Expects to be able to contribute in this role for at least one year's time**

**If efficient meetings are one of your goals, then apply your skills to make it happen. Minimal time commitment varying as your group requires more or less frequent meetings. We would appreciate your service to the group.**

## **Volunteer Task**

### **Blog Master**

**Volunteer needed to create and coordinate ongoing development of an inCircle Group to promote your alumni group interests and communications.**

- **Loves to be on-line with friends**
- **Interest in growing online community participation**
- **Desire to engage others online and regularly update information**
- **Innovative, concise, good written communications skills**
- **Interested in developing knowledge of inCircle to share with others**
- **No formal web development experience or training required**
- **Willing to commit an hour or two a week to keep group updated and fresh**
- **Expects to be able to contribute in this role for at least one year's time**

**If creating and developing your alumni group inCircle Group to promote online communications and community appeals to you, we would appreciate your help.**

## **Volunteer Task**

### **Geek Squad**

**Administrator and develop contents for alumni group web page. Work with staff liaison to ensure current information and continual updating of associated web page.**

- **Moderately web savvy (you don't have to be a total computer geek to apply)**
- **Able to follow simple instructions for web page updating tool provided**
- **Looking for self motivated individuals**
- **Willing to commit an hour or so per week to keep info "fresh"**
- **Expects to be able to contribute in this role for at least one year's time**

**Individuals interested in promoting their alumni group through effective maintenance of their web page, and willing to commit at least one hour a week to this increasingly important aspect of alumni communication, are asked to volunteer for this task. Your time and talents will be greatly appreciated.**

## **Volunteer Task**

### **Mystery Guest**

**Attend at least one alumni group event quarterly.**

- **Interest in participating and growing alumni events**
- **Sociable, outgoing, reliable**
- **Have reliable transportation, knowledge of public transportation systems, friend with vehicle, or ability to walk to and from events**
- **Willing to commit two to three hours per quarter to complete tasks**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to share your charm, wit, energy, and USF spirit with other alumni by attending alumni group events at least once per quarter, we would appreciate you being our guest.**

## **Volunteer Task**

### **Media Mogul**

**Create press releases about alumni group events and keep local media and groups informed about activities with assistance from alumni association Communications Department.**

- **Willingness to establish contact with local media outlets**
- **Ability to fax and/or email prepared press releases to media**
- **Desire to work with alumni association Communications Department to coordinate contents, distribution, and timing of publicity items**
- **Effective communications skills to allow gathering of pertinent information for stories and releases**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to commit to regularly giving a few hours a month to contribute information and coordinate publicity pieces with the alumni association Communications Department as directed by the leadership group of your alumni group, we would appreciate your help.**

## **Volunteer Task**

### **Bull Horn Club**

**Be a member of the internal alumni committee tasked with creating alumni group specific business cards, flyers, elevator speeches, and other promotional ideas to spread the word about your group and the alumni association.**

- **Wall-flowers need not apply**
- **Passion for sharing the mission of the alumni association, your group, and USF**
- **Creative individuals willing to share and adopt new ideas for promoting alumni interests**
- **Willing to promote your group and the alumni association whenever and where ever the opportunity can be created**
- **Expects to be able to contribute in this role for as long as you have a passion for USF, its students and alumni**

**If you are willing to shamelessly promote your alumni group events and programs and the mission of the alumni association, you have what it takes to be a Paul Revere (Bull Horn) Club member.**

# **Volunteer Task**

## **Wrangler**

**Individuals who are willing to periodically bring non-members to USF Alumni events.**

- **Ability to approach non-members and ask them to an event or program**
- **Enough determination to ask until you achieve your task**
- **Willing to commit to bringing a total of at least four alumni non-members to event/programs within a one year period.**
- **Expects to be able to contribute in this role for at least one year's time**

**If you believe you can bring four alumni non-members to any alumni association activity(s) during any 12-month period, we would appreciate your help.**

## **Volunteer Task**

### **Talent Agent**

**Identify alumni and other volunteer speakers for alumni programs.**

- **Knowledge of area speakers and presenters**
- **Ability to secure the services of speakers/presenters**
- **Solid judgment and understanding of appropriate and appealing topics that would interest broad alumni groups**
- **Willing to keep ears open at all speaking engagements attended to identify new prospects for speaker list**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to keep your ears open and help identify and secure speakers for alumni activities, we would appreciate your help.**

## **Volunteer Task**

### **Sponsorship Scout**

**Looking for individuals versed in using personal contacts to identify and acquire sponsorships and/or partnerships to support the alumni association and its programs.**

- **Comprehensive rolodex of local business leaders and philanthropists**
- **Ability to bounce back quickly from rejection**
- **Willingness to make the ask**
- **Are proficient in communicating alumni groups goals and needs to prompt sponsorships**
- **Understand business reasons and goals for sponsoring events**
- **Willing to seek opportunities and create relationships that open the door for philanthropic involvement**
- **Long term commitment to assist in establishing mutually beneficial corporate and personal relationships**

**We would appreciate your help in offsetting activity costs and augmenting the alumni association budget through sponsorship and partnership activities you can develop.**

# **Volunteer Task**

## **Cheerleader**

**Volunteers sought to take advantage of opportunities given and create opportunities that arise to promote the alumni association in everyday activities.**

- **Take time to be aware of alumni association activities and accomplishments**
- **In every day interaction be ready to encourage alumni to get involved with the alumni association; capture their information, e-mail address; distribute printed materials when requested**
- **Know where to direct questions (web-site, staff, volunteer leaders, on-line registration/membership)**
- **Willing to commit two to three hours per month to complete tasks**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to commit to regularly promoting the alumni association, we would appreciate your help.**

## **Volunteer Task**

### **Student Recruiter**

**Alumni association members needed to participate in college admission fairs and represent USF to potential students.**

- **Desire to promote and encourage potential students to enroll at USF**
- **Ability to talk knowledgeably about USF, admissions requirements, and direct students to find answers to questions you can not answer**
- **Skilled in communicating with youth and interest in furthering their education**
- **Develop relationships with local High School guidance councilors and other officials to gain USF participation in events**
- **Willing to commit two to three hours when a college fair is scheduled at a local school**
- **Long term role building on relationships with High Schools, Community Colleges, and other college fair sites**

**If you are willing to commit to regularly investigating and attending local college fairs on behalf of USF and the alumni association, we would appreciate your help.**

## **Volunteer Task**

### **Adopt a Student**

**Alumni seeking the opportunity to share their experience, interest, and USF pride with current students.**

- **Excited about sharing school and real world experience to students needing alumni mentoring**
- **Possess a keen interest in helping current students**
- **Ability to reinforce positive USF and life experiences**
- **Interest in email and/or phone contact with students**
- **Willing to lend time and experience as appropriate to assist one or two students per semester**
- **Expects to be able to contribute in this role on a semester by semester basis**

**If you are willing to be a positive influence in the life of a current student and help start building a stronger alumni/student connection through occasional contact and mentoring, we would be grateful for your assistance with this important program.**

## **Volunteer Task**

### **Bull's Roast Volunteer Coordinator**

**Individual interested in serving as a volunteer coordinator for Bull's Roast at Homecoming.**

- **Well organized**
- **Able to build schedules**
- **Are interested in contacting fellow volunteers to cover specific time slots and roles at Bull's Roast**
- **Have experience dealing with volunteers**
- **Willing to commit necessary time for three month period leading up to and including Bull's Roast**
- **Expects to be able to contribute in this role for at least one season's Homecoming**

**Helping schedule and coordinate the volunteers for Bull's Roast is a critical function in the successful execution of the alumni association's Homecoming event. We greatly appreciate your contribution in leading our volunteer effort at our largest traditional event of the year.**

## **Volunteer Task**

### **Scholarship Evaluator**

**Volunteers needed to assist with the review and ranking of scholarship applications for various Alumni Association Scholarship programs.**

- **Individuals able to provide impartial, objective judgment of all applications**
- **Ability to follow instructions and assess criteria compliance for each application**
- **Can rank applicants and communicate results in a timely fashion**
- **Willing to commit two to three hours in the spring of the year to review applications and complete tasks**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to commit to regularly giving a few hours following the application deadline for scholarships in the spring as directed by the association scholarship staff liaison, we would appreciate your help.**

## **Volunteer Task**

### **Community Lookout**

**Individual responsible for looking out for and informing staff and chapter or society leadership of community events at which the Alumni Association may be able to participate to reach more alumni.**

- **Well connected individual involved in multiple community groups and activities**
- **Always scanning the local newspaper calendars and local club and organization newsletters**
- **Can assess the potential to reach alumni through participation and identify worthwhile opportunities**
- **Is willing to investigate logistics, costs, and other factors to determine feasibility of participation**
- **Willing to commit two to three hours per month to complete tasks**
- **Expects to be able to contribute in this role for at least one year's time**

**If you are willing to assist the association in identification and logistical requirements for participating in your community's events and activities, we would appreciate your help.**

## **Volunteer Task**

### **News Hound**

**All alumni are invited to share life changing events and accomplishments with fellow alumni through the Class Notes section of Alumni Voice.**

- **Willing to share exciting personal news with fellow alumni to be published in Alumni Voice**
- **Encourage other to update their info and agree that you can share their story in AlumNews, Alumni Voice, or Class Notes online**
- **Expects to be able to contribute periodic updates as development warrants**

**If you want to help us keep our records current, and share good news and life events with your fellow alumni, take a few minutes once or twice a year to send along an update we can publish in class notes.**

## **Volunteer Task**

### **Bull's for Hire**

**Person with knowledge of employment opportunities in their company, and other area employers, that can post the positions on the alumni association's web page and inCircle. Head hunters and placement agency reps need not apply.**

- **Desire to see your company, and others, post job opportunities in all alumni communications vehicles**
- **Knowledge of job openings that would be of interest to alumni**
- **Can update inCircle with job information**
- **Can update web site with job information**
- **Willing to commit two to three hours per month to complete tasks**
- **Expects to be able to contribute in this role whenever job opportunities are identified**

**If you are willing to commit to regularly monitoring job opportunities within your company and posting those to inCircle and on the alumni webpage, you can provide a great service and value to fellow alumni.**

## **Volunteer Task**

### **Road Warriors**

**All alumni travelers willing to spread the mission of the alumni association by making contact with other alumni residing in travel destinations.**

- **Interest in making alumni connections before and during travel**
- **Can share travel destinations with staff and make contacts to alumni supplied from that area**
- **Desire to receive tips from fellow alumni on lodging, restaurants, and activities in other locations**
- **Contact alumni whenever compatible with business or pleasure travel plans**

**If you are willing to attempt to make connections with fellow alumni when traveling and help build the worldwide network of Bulls while gaining local information and cultural insight, we would appreciate your help.**