



## Alumni Network Application

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthday (MM/DD): \_\_\_\_\_ Occupation/Job Title: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Preferred Mailing Address, City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Cell Number: \_\_\_\_\_ Work or Home Number: \_\_\_\_\_

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

**Education:** Indicate your educational background as well as any special knowledge, interests, skills, training, or nontraditional education.

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\_\_\_\_\_

\_\_\_\_\_

**Other Community Involvement:** Please list any other religious, civic, business or community organizations to which you belong. Briefly describe the kind of volunteer work you have done, including any offices held. Use an additional page if needed.

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## Alumni Network

Single Parent Scholarship Fund of NWA's **Alumni Network** is comprised of graduates of the SPSF programs who display qualities of leadership, expertise, wisdom, and community contacts which can be used to build the effectiveness and reputation of SPSF NWA and its current recipients. Prospective members complete an application and then meet with the Chief Programs Officer and may renew annually as often as they wish to remain involved.

### **Purpose:**

The Alumni Network serves to unite diverse graduates who will work together to support and help advance the mission of SPSF NWA by encouraging current recipients, contributing to the sustainability and long-term success of the program, and building relationships with community to increase financial support and promote awareness of SPSF NWA.

### **Responsibilities & Expectations:**

Each member is asked to participate in a minimum of FOUR activities during the year. The Alumni Network is encouraged to connect with each other as feels appropriate. Activities may include:

- Attend quarterly (or semi-annual) Network meetings
- Adopt a recipient for Festival of Giving (annually in December)
- Support the organization's fundraising activities
- Serve on a volunteer committee
- Raise awareness of SPSF NWA throughout the community
- Speak on behalf of SPSF NWA at community events
- Contribute an individually agreed upon amount annually through a personal gift if you are able
- Contribute skills and resources for SPSF NWA events and activities; (i.e., share your story for SPSF's marketing, help with special events, etc.)
- Encourage current recipients and refer applicants

**Estimated Commitment:** 2-4 hours, four times annually, however more volunteer time is always encouraged.. Alumni are asked to renew their agreements annually.

### **SPSF NWA's Responsibilities to the Alumni Network:**

- Volunteer orientation for all members
- Send quarterly updates regarding SPSF NWA's current happenings and volunteer opportunities
- Provide oversight to ensure alignment with SPSF NWA's mission, vision, and values

I agree to comply with the purpose, confidentiality, and expectations of this group. This volunteer agreement is binding in honor only and is not intended to be a legally binding contract between the volunteer and the organization. This agreement may be cancelled at any time at the discretion of either party.

Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Staff (signature): \_\_\_\_\_ Date: \_\_\_\_\_

## Alumni Network Agreement – page 2

I am interested in and willing to help SPSF NWA in the following ways: *(Please indicate all areas that apply to you and that you are able and willing to do.)*

**Awareness:** *I am willing to help drive awareness of SPSF NWA by:*

- Sharing social media posts
- Sharing my story for social media posts
- Sharing my story with current recipients in newsletters and/or other media platforms
- Inviting SPSF NWA to speak at my community event or business
- I will consider hosting an event at my home or business to create awareness of SPSF NWA

**Committees:** *I am willing to serve on a committee that my skills/experiences qualify me to serve on when there is an opening or need.*

- Marketing and Public Awareness Committee
- Finance Committee
- Fund Development Committee
- Scholarship and Programs Committee
- Diversity, Equity, and Inclusion Committee

**Donations:** *I am willing to help increase revenue to support scholarships and programs for single parents by:*

- Planning to donate to the recipient supply closet during supply drives
- I or my company will consider making “In-Kind” donations
- Planning to contribute \$\_\_\_\_\_ to the SPSF NWA Annual Fund in FY22

**Events:** *I am willing to help with SPSF NWA’s events in the following way:*

- I will invite guests
- I am willing to participate in student events as a presenter, greeter, and/or on an alumni panel
- I am interested in assisting in event set-up and/or clean-up

**Festival of Giving:** *I am willing to help with the annual program that provides holiday gifts to recipients and their children each December.*

- I will be a Festival of Giving Sponsor
- I am interested in being a Festival of Giving “Elf” \*
- I will recruit my company or another group to become a Festival of Giving Sponsor
- I will recruit additional Festival of Giving Sponsors

**Recipient Support:** *I am willing to encourage current recipients in the following ways:*

- I am willing to write encouragement notes for current recipients
- I am willing to \_\_\_\_\_

**Speakers Bureau:** *I am willing to use my experience and speak on behalf of SPSF NWA.*

- I am willing to speak on behalf of SPSF NWA at community events
- I am willing to speak at a casual event on behalf of SPSF NWA
- I am willing to speak at a community event on behalf of SPSF NWA

Thank you for expressing your interest in these areas. A member of our program staff will contact you when volunteer opportunities arise.

*\*FOG elves may assist in a variety of ways like organizing, shopping, wrapping, and more.*



## Confidentiality Statement

As a volunteer you have graciously agreed to give your time and talents to help guide the Single Parent Scholarship Fund of Northwest Arkansas (“SPSF NWA”) to achieve its goals. SPSF NWA appreciates and thanks you for your commitment to not only help further the mission of the organization, but to help grow our community too.

As a charitable organization, SPSF NWA, must maintain the trust of the community to ensure its continued support, including the support of donors and scholarship applicants.

Two key elements in maintaining community trust are maintaining the confidentiality of certain information and avoiding any appearance of a conflict of interest in your volunteer capacity. Below are SPSF NWA’s policies for Confidential Information and Conflicts of Interest. Please read each, ask any questions you may have, and sign and date each agreement.

Thank you again for your willingness to serve as a SPSF NWA volunteer.

### **Volunteer Confidentiality Statement**

I understand that in the course of my volunteer service with the Single Parent Scholarship Fund of Northwest Arkansas (“SPSF NWA”) I may have access to and be involved in the processing of verbal, written, computer generated, computer accessed, filmed, and/or recorded information related to SPSF NWA’s clients, employees, donors, or proprietary business information (collectively “Confidential Information.”)

Since Confidential Information is crucial to the operation of SPSF NWA and because SPSF NWA desires and believes it is in SPSF NWA’s best interest to maintain the confidentiality of Confidential Information, I agree that I will not use, publish, disclose or confirm Confidential Information during or subsequent to my service with SPSF NWA, except in the SPSF NWA authorized performance of my volunteer duties, and except as to any specific Confidential Information to the extent that: (1) I am legally required to disclose specific Confidential Information or (2) SPSF NWA, client, or donor has voluntarily publicly disclosed the specific Confidential Information, or consented to the disclosure thereof.

I hereby certify that as a condition of my volunteer service, I have read, understand and agree to SPSF NWA ’s confidentiality policy as described in this Agreement.

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Signature

Date



## Volunteer Conflict of Interest Statement and Disclosure

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Single Parent Scholarship Fund of Northwest Arkansas, which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any services, salary payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Single Parent Scholarship Fund of Northwest Arkansas.
- 3) If I find that I or any person with whom I have a personal or business relationship has a direct or indirect interest in any individual or organization which proposes to enter into a transaction with Single Parent Scholarship Fund of Northwest Arkansas, I will make full disclose of such interest before any discussion or negotiation of such transaction and shall not be present for any discussion of or vote in connection with the matter.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Single Parent Scholarship Fund of Northwest Arkansas.

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Signature \_\_\_\_\_ Date \_\_\_\_\_