



Community Ambassadors 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.

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.



Community Ambassadors Program Description

SPSF NWA Community Ambassadors is made up of supporters who display qualities of leadership, expertise, wisdom, and community contacts which can build the effectiveness and reputation of the organization. Prospective members complete an application and then meet with the CEO and may renew annually as often as they wish to remain involved.

Purpose:

Community Ambassadors serve to unite diverse volunteers who will work together to support and help advance the mission of SPSF NWA by building relationships with community partners and individuals to increase financial support and promote awareness of the organization's programs and services.

Responsibilities & Expectations:

Each member is asked to participate in a minimum of four (4) activities to support the organization during the course of the year (striving for more is always encouraged). Options include:

- Attend quarterly Ambassador meetings
- Participate in applicant interviews (held annually in April, July & November)
- Adopt recipient(s) for Festival of Giving (annually in December)
- Support the organization's fundraising activities
- Serve on a volunteer committee
- Speak on behalf of the organization at community events
- Serve as honorary hosts of SPSF NWA special events
- Contribute an individually agreed upon amount annually through a personal gift
- Contribute skills and resources for SPSF NWA events and activities
- Promote SPSF NWA to others who might be interested in supporting our organization

Estimated Commitment: 2 hours, 2-3 times annually. Ambassadors will be asked to renew their ambassador agreements annually.

SPSF NWA's Responsibilities to Community Ambassadors:

- Volunteer orientation for all members
- Create and send meeting notices and agendas
- Maintain records and notes of all meetings
- Send quarterly updates regarding SPSF NWA's current happenings and volunteer opportunities
- Direct activities and focus of the meetings 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: _____

Community Ambassadors Agreement – page 3

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.)*

Applicant Interviews: *Scholarship applicants are interviewed to determine award eligibility.*

- I am willing to interview scholarship applicants
- I am willing to assist staff during scholarship interviews

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

- Sharing social media posts
- Inviting SPSF NWA to speak at my community event or business
- Considering to host 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 SPSFNWA Annual Fund in FY22
- I or my company will consider making a match donation

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

- I am interested in becoming a corporate sponsor
- I am interested in recruiting corporate sponsors
- I or my company will purchase a table and invite guests
- 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 to become a Festival of Giving Sponsor
- I will recruit additional Festival of Giving Sponsors

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 host a casual event on behalf of SPSF NWA
- I am willing to host a community event on behalf of SPSF NWA

Thank you for expressing your interest in these areas. Our Chief Executive Officer 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.

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.

Signature Date