



Community Ambassador Program 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 and any special knowledge, interests, skills, training, or nontraditional education.

Other Community Involvement: Please list any other religious, civic, business, or organizations you belong to. Briefly describe the volunteer work you have done, including any offices held.

Use an additional page if needed.



Community Ambassador Program Description

SPSFNWA Community Ambassador Program consists of supporters who display qualities of leadership, expertise, wisdom, and community contacts that can build the effectiveness and reputation of the organization. Prospective members complete an application and then meet with the President and CEO. They may renew it annually, in July, 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 Ambassador is asked to participate in at least four (4) activities to support the organization during the year (striving for more is always encouraged). Options include:

- Attend quarterly Ambassador meetings
- Participate in applicant interviews (held annually in April, July & November)
- 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 Time Commitment: 2 hours, 2-3 times annually. Ambassadors will be asked to renew their agreements each July.

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 sessions to ensure alignment with SPSF NWA's mission, vision, and values

I agree to comply with this group's purpose, confidentiality, and expectations. 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 canceled at any time at the discretion of either party.

Applicant (signature): _____ Date: _____



Continuation of Ambassador Application

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 will be 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 SPSFNWA by:*

- Sharing social media posts (Facebook, Instagram, LinkedIn, Twitter)
- Inviting SPSFNWA to speak at my community event or business
- Considering hosting an event at my home or business to create awareness of SPSFNWA

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.*

- 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
- My company or I will consider making "In-Kind" donations
- My company or I will consider making a match donation
- Planning to contribute \$_____ to the SPSFNWA Annual Fund

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
- My company or I will purchase a table and invite guests
- I am interested in assisting in event set-up and/or clean-up

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 SPSFNWA

Initials _____



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 (“SPSFNWA”) in achieving its goals. SPSF NWA appreciates and thanks you for your commitment to helping further the organization's mission and also helping grow our community. You agree to follow SPSFNWA’s non-discrimination policy (page 7).

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

Two critical 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, and sign and date each agreement.

Thank you again for your willingness to serve as an SPSFNWA volunteer/ Ambassador.

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 SPSFNWA’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 SPSFNWA, 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) SPSFNWA, 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 SPSFNWA’s confidentiality policy as described in this Agreement.

Applicant Signature

Date



Volunteer Conflict of Interest Statement and Disclosure

Now, this is to certify that I 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, Inc., 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, free service, 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, Inc.
- 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 that proposes to enter into a transaction with the Single Parent Scholarship Fund of Northwest Arkansas, Inc. In that case, I will fully disclose such interest before discussing or negotiating such a transaction. I shall not be present to discuss or vote on the matter.

Any exceptions to 1 or 2 above are stated below with a complete 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.

Use additional pages if needed.

Applicant Signature

Date



SPSFNWA Non-Discrimination Policy

Single Parent Scholarship Fund of Northwest Arkansas, Inc. is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. SPSF NWA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, sexual orientation, or military status in any of its activities or operations.

These activities include but are not limited to, hiring and firing staff, selecting volunteers and vendors, and providing services.

Initials _____