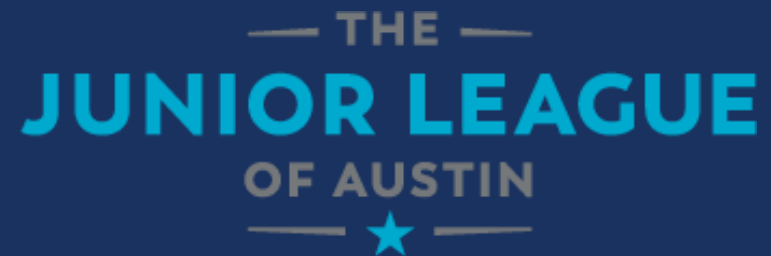


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# 2020-2021 COMMUNITY PROJECT ORIENTATION



*WOMEN BUILDING COMMUNITY*

# WELCOME

LYNDSEY CRAWFORD PRESIDENT 2020-2021



# CONTRACTS & EXPECTATIONS

HALEY GARDINER,  
COMMUNITY VICE PRESIDENT 2019-2020



# CONTRACT REQUIREMENTS TO NOTE



- Placements/Volunteers (Section 4)
- Funds (Section 3 and Exhibit A)
- Insurance Requirement (Section 9)
- Public Relations (Section 7)
- Project Chair on Board (Section 10)
- Listing of Staff; Mid-Year and End of Year Report (Section 5)

# PLACEMENTS & PROJECT CHAIRS

SARAH GUTIERREZ

PLACEMENT CHAIR 2020-2021



# ROLE OF THE PROJECT CHAIR



- Undertakes a Placement at your organization in addition to duties as a Project Chair
- Liaison between your organization and The Junior League of Austin
- Attends your organization's Board of Director meetings as a non-voting member

# ROLE OF JLA VOLUNTEERS



- Complete 50 volunteer hours throughout the 2020-2021 year
- Hours are logged by JLA volunteers within our system
- Help to fulfill your organization's missions within Central Texas community

# FINANCES

BONNIE ALLISON, 2019 – 2020 COMMUNITY TREASURER  
BUDGET, REIMBURSEMENT PROCESS, DOCUMENTATION



## FINANCIAL GRANTS

- Salary Reimbursements
  - August 15<sup>th</sup>
  - November 15<sup>th</sup>
  - February 15<sup>th</sup>
  - April 15<sup>th</sup>
- Receipt Submission
- Three Year Rule

# PUBLIC RELATIONS

LEVENTE MCCRARY, 2019 – 2020 COMMUNITY PR COORDINATOR

LOGOS, PUBLICITY, PHOTOS



## ■ Section 7 Publicity:

- Add JLA logo to organization's letterhead, website, newsletter and other promotional materials and provide copies or other evidence to JLA by June 30, 2020

## ■ Opportunities to be part of JLA Social Media and PR:

- Submit to: [prcommunity@jlaustin.org](mailto:prcommunity@jlaustin.org)

# WHAT TO EXPECT DURING THE JLA YEAR

RACHEL ZANDER

COMMUNITY VICE PRESIDENT, 2020-2021



# PLACEMENT YEAR TIMELINE

May

- Contracts signed, receive roster, meet with Project Chair
- Coordinate training & requirements, and establish communication

June

- Logo sample due (Section 7)
- Copy of Insurance due (Section 9)
- Calendar of Board of Directors and Listing of Staff due (Sections 5 and 10)

August

- All Placements Begin
- First salary disbursement due August 15th

Nov/Dec

- Mid-year report due to JLA
- Second salary disbursement due December 15th

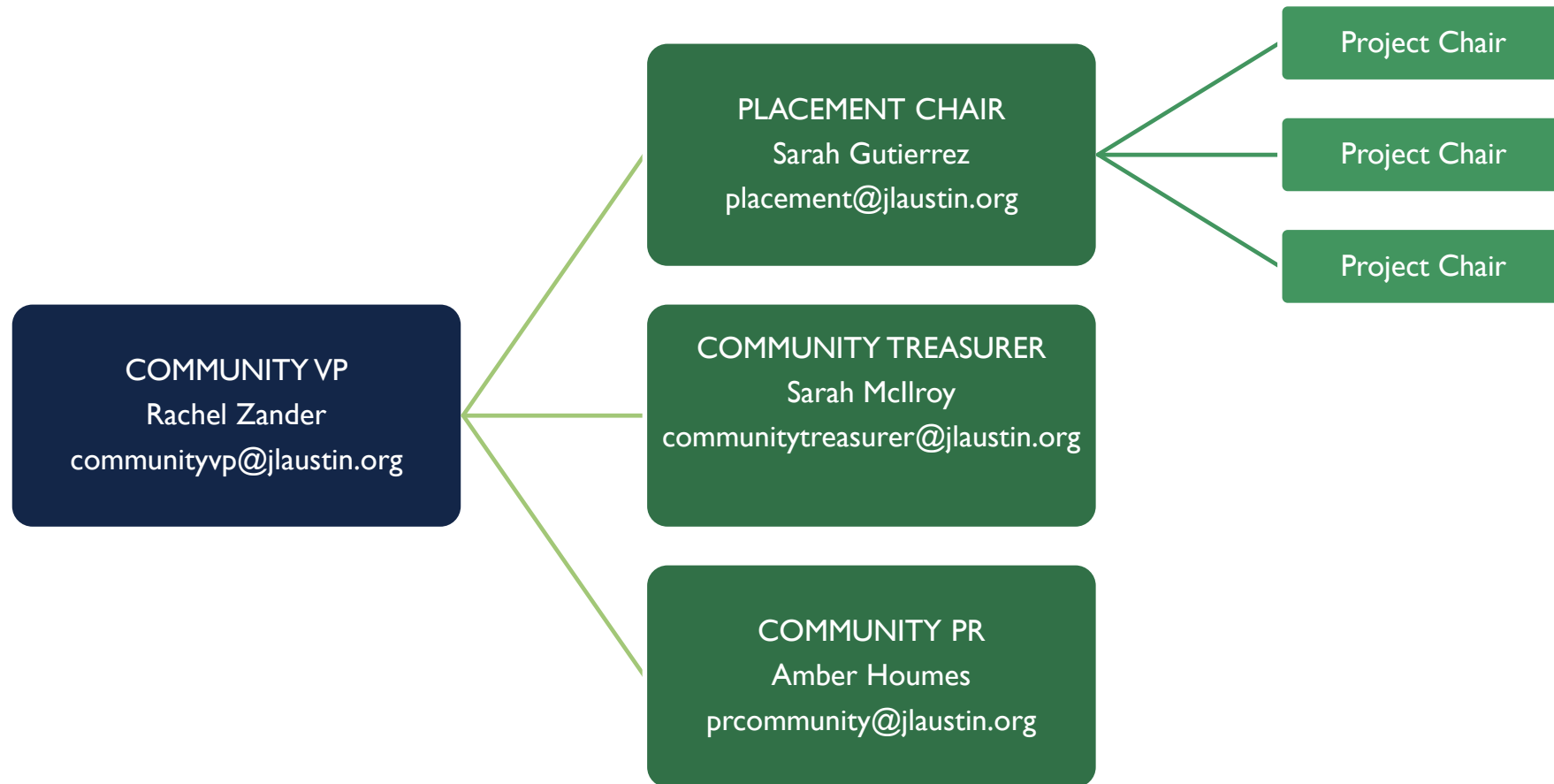
Feb

- Third salary disbursement due February 15th

April/May

- Fourth salary disbursement and all financial documents needed by April 15th
- End of Year Report due to JLA on May 15th

# KEY CONTACTS



# PROBLEM SOLVING PROCESS

## VOLUNTEER CONCERNS

- Speak with volunteer
- Work with Project Chair
- Contact Placement Chair
- Contact Community VP

## REIMBURSEMENTS

- Contact Community Treasurer
- Contact Community VP

## SOCIAL MEDIA/PR INTEREST

- Contact Community PR
- Contact Community VP

# QUESTIONS?

WE'RE HERE TO HELP