2020-2021 COMMUNITY PROJECT ORIENTATION

WOMEN BUILDING COMMUNITY
WELCOME
LYNDSY 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)
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 15th
  - November 15th
  - February 15th
  - April 15th
- 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
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

COMMUNITY VP
Rachel Zander
communityvp@jlaustin.org

COMMUNITY TREASURER
Sarah McIlroy
communitytreasurer@jlaustin.org

COMMUNITY PR
Amber Houmes
prcommunity@jlaustin.org

PLACEMENT CHAIR
Sarah Gutierrez
placement@jlaustin.org

Project Chair
Project Chair
Project Chair
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