



THE STRENGTH *of* WOMEN  
THE POWER *of* COMMUNITY

2018-2019  
Community Project Application Orientation

## AGENDA

- Welcome and Mission of The Junior League of Austin
- Types of Support
- Overview of Becoming a Community Project

## ROUND TABLE Q&As

- Community Projects
- Placement
- Done-In-A-Day
- Spanish Immersion
- Coats for Kids

# MISSION STATEMENT

The Junior League of Austin is an organization of women committed to **promoting voluntarism, developing the potential of women, and improving the community** through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.



# FACTS ABOUT THE JUNIOR LEAGUE OF AUSTIN

- The Junior League of Austin (JLA) was founded in 1934
- Today it is one of the five largest leagues based on:
  - Size
  - Dollars raised
  - Funds contributed to the community
- Membership is currently 2600+
  - 1350 Provisionals & Actives (current volunteer base)
  - 1250 Sustaining members
- Over 80% of members work outside the home

# FACTS ABOUT THE JUNIOR LEAGUE OF AUSTIN

- **JLA contributes ~\$815k a year to the community**
- Funds are raised through:
  - A Christmas Affair
  - Bunny Brunch & Austin Entertains
  - Grants & individual donations
  - The Square on Parkcrest Shopping Center
- **Volunteers donate 160,000+ hours a year**
- For 2017-2018 the JLA has:
  - Awarded **516 placements in 35 community projects**
  - Dedicated an additional **407 placements to JLA programs**

# TYPES OF SUPPORT

1. Done-In-A-Day
2. Community Project

# DONE-IN-A-DAY

**Done-In-A-Day (DIAD) is a committee of 40 Junior League members who fulfill a need for short term volunteer services for our community partners.**

- Volunteers work 4-hour shifts
- You can submit multiple volunteer requests for up to 5 opportunities per cycle.
- Our goal is to better meet your needs and the needs of our members.
- Volunteers provide support at a variety of events including fundraisers, however volunteers may not solicit funds or goods for an agency prior to or during an event.

# DONE-IN-A-DAY

## **Examples of Placements**

- Holiday Party and Gift Donation Programs
- Food Bank Distribution
- Children Shoe Collection and Delivery
- 10K Race Water Distribution



# DONE-IN-A-DAY – PLACEMENT CYCLES

## Four Placement Cycles

- **Fall Cycle:** September 1, 2017– December 31, 2017
  - **Application Due:** July 14,2017
- **Winter Cycle:** January 1, 2018 – March 5, 2018
  - **Application Due:** September 1, 2017
- **Spring Cycle:** March 15, 2018 – May 31, 2018
  - **Application Due:** December 21, 2017
- **Summer Cycle:** June 1, 2018 – August 31, 2018
  - **Application Due:** March 31,2018

Submit application using the form on our website. [www.jlaustin.org](http://www.jlaustin.org)

For Questions, please contact Jolie Cypert at [diadchair@jlaustin.org](mailto:diadchair@jlaustin.org)

# COAT FOR KIDS COMMUNITY FAIR

- The Coats For Kids (CFK) Community Fair is on December 9, 2017, from 8:30 a.m. to 1:00 p.m. on the Palmer Events Center patio.
- The Community Fair provides an opportunity for 3,000 coat recipients who attend CFK Distribution Day to obtain direct services and first-hand information about services and programs available to them from other nonprofit agencies within the Central Texas area.
- If you believe that your organization has helpful information or resources for Coats for Kids attendees, we encourage you to complete the Community Fair Application on The Junior League of Austin website, [www.jlaustin.org](http://www.jlaustin.org).
- Applications and are due **September 15, 2017**.

For more information, please contact  
Courtney Dickey  
Coats for Kids Community Fair Lead  
512-632-5031  
[CFKFair@jlaustin.org](mailto:CFKFair@jlaustin.org)

# COMMUNITY PROJECTS

- Year long partnership with an agency
- Six or more JLA volunteers
- Minimum of 50 hours' worth of shifts
- JLA funds may be awarded
- JLA Project Chair sits on agency's board of directors as a non-voting member

# ¡SÍ! SPANISH IMMERSION PROGRAM

- Opportunity for agencies to have 2-3 volunteers with basic Spanish skills
- League members take Spanish classes in the Fall
- Enter community placements in the Spring
- Including ¡SÍ! positions will not make your application more competitive
- ¡SÍ! Volunteers are in addition to the other volunteers you are requesting

# ¡SÍ! SPANISH IMMERSION PROGRAM

- ¡SÍ! Placements should ensure direct contact with Spanish speaking clients
- Face-to-face interactions with clients are preferred over telephone
- ¡SÍ! placements should be similar or identical to the other placements – Select “YES” on application when asked if a placement would benefit from a Spanish-speaking volunteer.
- Consider whether the placement will require the use of repetitive phrases, open-ended conversation, or both.

# ROUND TABLES

Q & A Sessions available to meet your individual needs. Visit one of the Round Tables:

- **Done-in-a-Day**
- **Community Projects:** Application and Financial Questions
- **Placement:** Matching volunteer placements to JLA member needs
- **Coats For Kids**
- **¡Sí! Spanish Immersion Program**

# COMMUNITY PROJECT SELECTION PROCESS

- Community Orientation – August 8, 2017
- Application deadline – August 31, 2017, by 3:30 p.m.
- Initial Review Team – September 2017
- Researchers Committee review – late September 2017 – February 2018
- Board of Director's review – February 2018
- Membership vote – March 2018
- Minimum of 6 volunteers must sign up – April 2018
- Contracts issued – May 2018

## APPLICATION CRITERIA

- Must submit online application, and hard copies of supporting financial documents. Online application and supporting documents can be found on the “Apply to be a project” page of the Community Impact section of The Junior League of Austin website at [www.jlaustin.org](http://www.jlaustin.org).
- Must request volunteers/funds starting June 1, 2018, through May 31, 2019.
- Must be received in JLA office no later than 3:30 p.m. on Wednesday, August 31, 2017. No exceptions.



# PROPOSAL CRITERIA

- Volunteers only OR volunteers and funding
- Minimum of 6 volunteers
- Funding ranges between \$0 and \$25,000
- Adequate training required for volunteers
- Minimum of 25 shifts; Shifts are intended to be 2 hours in length

# WHAT IS A PLACEMENT

- A “placement” is the JLA volunteer’s job at the agency
- The Junior League of Austin follows the AISD holiday calendar
- Role of Junior League Project Chair
  - Coordinate/Communicate with Agency
  - Lead the team of Junior League volunteers
  - Connect the Junior League volunteers back to news/events within the JLA organization
  - Attend agency's board of director meetings

## EXAMPLES OF PLACEMENTS

- Activity Coordinators
- Audio Recorders
- Camp Staff
- Case Managers
- Docents
- Drivers
- Editors
- Event Planning
- Gardeners
- Mediators
- Medical Support Team
- Mentors
- Social Media Programs
- Tax Preparers
- Veterinarian Assistants
- Web Researchers

# PLACEMENT DEFINITIONS

Please use the following definitions when requesting volunteer placements.

- **FIXED SCHEDULE**: Requires attendance at the same day/time each week for the duration of the placement.
- **FLEXIBLE SCHEDULE**: Requires regular attendance during the agency's operating hours, but offers flexibility in the scheduling. (For example, a volunteer could work Tuesday mornings one week and Wednesday evenings the following week.) Requires communication with the agency to inform when they will expect to have volunteers on hand.
- **TASK BASED/REMOTE**: Completion of the assigned tasks as defined in the placement portfolio. Placement is not linked to the agency's hours of operation or physical location and offers the greatest flexibility in scheduling.

## PLACEMENT TIME OF YEAR

A volunteer may work either a Year-Long Placement OR a Concentrated Placement

- Year long = September – May (AISD calendar)
- Concentrated =
  - Summer: June – August
  - Fall: September – December
  - Spring: January – May

All placements observe AISD holidays

# PLACEMENT HIGHLIGHTS

- Flexibility of schedule
- High demand shift times and those that are less popular
- Well-defined, clear expectations
- Appropriate training and orientation provided
- Safety of the placement – location, parking and task
- Note “good to know” information such as:
  - Prior computer or software training
  - Pregnancy restrictions
  - Knowledge of a second language
  - Summer Camp – volunteer’s children permitted?
  - Immunizations
  - References or background check required
  - Uniforms required
  - Parking passes

# FUNDING REQUEST REMINDERS

- Funding is granted only for a single year
- Funding is a reimbursement process
- Reimbursement requests and documentation are due 30 days after purchase
- Funding requests must be related to volunteer placements described in application (no endowment funding)

# FINANCIAL DOCUMENTATION REQUIRED

Financial documentation is required with your application. In addition to the Financial Information Cover Letter (on the website), please provide us with 1 copy of each of the following items:

- Your IRS 501c(3) determination letter
- Latest Audit and Management Letter
- Most Recent Balance Sheet
- Budget to Actual for Previous and Current Fiscal Year End
- Most Current IRS Tax Return (Form 990). If your organization does not submit a Form 990, please provide an explanation letter signed by an executive officer.



## PR REQUIREMENTS FOR PROJECTS

If selected as a project of The Junior League of Austin, we have the following PR requirements:

- The Junior League of Austin logo and listing on agency letterhead “as a project of The Junior League of Austin”
- The Junior League of Austin’s logo on agency website
- The Junior League of Austin’s logo and mention in agency newsletter
- The Junior League of Austin’s logo on all printed materials related to the project

## PR BENEFITS FOR PROJECTS

If selected as a project of The Junior League of Austin, we will provide the following PR benefits:

- Agency link on JLA website
- Listing on JLA printed materials
- Listing of each project in JLA publications
- Member awareness about agency and issues
- Volunteer experience at agency

## GENERAL PROPOSAL INFORMATION

If selected as a Junior League Community Project, you will be required to:

- Provide \$1 million liability insurance
- Include The Junior League of Austin name/logo in all publicity about the project as previously outlined
- Must invite JLA Project Chair to attend all agency board meetings of your agency as a non-voting advisor
- Complete a year end report

# Round Table Q&A



THE STRENGTH *of* WOMEN  
THE POWER *of* COMMUNITY