



APPLICATION PACKET

2019-2020



Hey!

We're thrilled that you are considering to apply for a position on the Service Council with the Utah Valley University Center for Social Impact! Here's a brief intro to what we do at the center and how you can join us in our social impact work.

WHAT WE DO

We drive social impact by connecting students and community.

HOW DO WE DO IT

We promote six pathways of social impact, which describe a range of possibilities by which we can contribute to the common good. You can learn more about each pathway on our website.



DIRECT SERVICE



COMMUNITY ENGAGED
LEARNING & RESEARCH



SOCIAL ENTREPRENEUR-
SHIP & CORPORATE
SOCIAL RESPONSIBILITY



POLICY &
GOVERNANCE



COMMUNITY ORGANIZING
& ACTIVISM



PHILANTHROPY

SERVICE COUNCIL

Students who serve on Service Council plan and implement student-run programs that make an impact at UVU and in the community. We train you on the principles and pathways of social impact, help you plan and execute meaningful impact experiences, and enhance your personal development and leadership skills throughout your entire leadership term.

WHO WE ARE LOOKING FOR

Diverse perspectives and passions are critical to making lasting social impact. We are seeking to build a team that complements each other in personal strengths and life experiences. Students who do well on service council are willing to learn, enjoy involving others, think critically and strategically, manage their time well, and are committed to making an impact.

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. This opportunity is available to both undergraduate and graduate students.

Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email nicole.hemmingsen@uvu.edu or text 385-208-2677.

Please contact us with any questions at socialimpact@uvu.edu or 801-863-8786. We look forward to receiving your application!

Scholarships

All positions on the Executive Service Council are granted a full in-state undergraduate tuition waiver for each semester of service. Students who already have a full scholarship through another department, have out-of-state residency, or are graduate students will receive a \$600.00 cash award each semester. University standing, GPA, and credit requirements must be met each semester to qualify.

StrengthsFinder Themes

In order to help you better identify which Service Council position might be best for you, the StrengthFinder themes that are most relevant to that position are listed under the title of each description. The themes are listed in order starting with the most relevant. Don't worry if you haven't taken the test before. Just read the descriptions and identify which sound most like you. If you want to read more about these themes/strengths, visit <http://bit.ly/uvustrengthsapp>.

EXECUTING

Team members who have a dominant strength in the executing domain are those whom you turn to time and again to implement a solution. These are the people who will work tirelessly to get something done. People who are strong in the executing domain have an ability to take an idea and transform it into reality within the organization they lead.

- Achiever
- Arranger
- Belief
- Consistency
- Deliberative
- Discipline
- Focus
- Responsibility
- Restorative

INFLUENCING

People who are innately good at influencing are always selling the team's ideas inside and outside the organization. When you need someone to take charge, speak up, and make sure your group is heard, look to someone with the strength to influence.

- Activator
- Command
- Communication
- Competition
- Maximizer
- Self-Assurance
- Significance
- Woo

RELATIONSHIP BUILDING

Relationship builders are the glue that holds a team together. Strengths associated with bringing people together -- whether it is by keeping distractions at bay or keeping the collective energy high -- transform a group of individuals into a team capable of carrying out complex projects and goals.

- Adaptability
- Developer
- Connectedness
- Empathy
- Harmony
- Includer
- Individualization
- Positivity
- Relator

STRATEGIC THINKING

Those who are able to keep people focused on "what they could" be are constantly pulling a team and its members into the future. They continually absorb and analyze information and help the team make better decisions.

- Analytical
- Context
- Futuristic
- Ideation
- Input
- Intellection
- Learner
- Strategic

Application Steps

1. Carefully read through this packet.
2. Apply online by going to <http://bit.ly/uvucouncilapp>
3. Upload a resume highlighting service involvement and leadership experience.
4. Upload a letter of intent online (1 page)
 - a. Read the description of the position for which you are applying
 - b. Tell us why you are qualified for the position
 - c. Conclude with a statement of your commitment

Application due WEDNESDAY, MARCH 27 at 11 p.m.

Applications will be reviewed by a committee and selected for interviews. Applicants chosen for an interview will be notified via the email provided on the application.

Application & Summer Timeline*

Attendance at these events is required for ALL Executive Service Council Members. Expenses for travel, meals, conferences, etc. are all covered by the Center budget. You will not need to spend any of your own money for any required training.

Date	Event	Info
February 1	Applications Available	http://bit.ly/uvucouncilapp
March 27	Applications Due 11 p.m.	
April 1-2	President & VP Interviews	By appointment (SC 105)
April 8-12	Student Coordinator Interviews	By appointment (SC 105)
April 23	Pass the Torch Meeting	Old and new councils meet to facilitate a smooth transition. (SC 105B)
May 3	Service Council Orientation	Learn more about the Center, the Council, and your position. (SC 105B)
May 14-16	Utah Leadership Academy	Conference to learn with student leaders from every college/university in the state. This year is hosted by Salt Lake Community College.
June 4-6	Executive Service Council Retreat	Teambuilding retreat including ropes course activity, social impact learning, other group bonding activities, good food, and fun! (Park City)
August 7-8	Service Student Leaders Retreat	Mini-retreat to meet and learn with student <i>service</i> leaders from colleges/universities around the state. Hosted at Spring Haven Lodge. (Springville)
August 16	Wolverine Summit	Conference for all UVU student leaders (Main Campus)
TBA	Jump Start Orientations	Recruit students from new student orientation. Dates assigned at executive council retreat.

*The Service Council President also has dates that they must attend according to the UVUSA timeline. If you are applying for Service Council President, check the UVUSA timeline.

Executive Service Council

(President, Vice Presidents, Student Coordinators)

Benefits

- Make an impact on campus, in the community, and on your life!
- An in-state full-tuition undergraduate waiver fall and spring semester (if ineligible for tuition waiver, \$600 for books/student fees/etc. each semester)
- Gain excellent student leadership experience and expand your network on campus
- Highlight your leadership on your resume
- Get involved and meet other students who have the same types of interest as you do
- Use of the Service Council office, fridge, microwave, and Keurig

Experience & Requirements

- Be enrolled in and complete 12 credit hours of UVU credit hours
- Have 3.0 cumulative GPA at application; maintain 2.5 GPA minimum (semester and cumulative)
- Be in good standing with the university
- Desire to serve students of UVU
- Experience in community service and leadership is a plus
- Attend Service Council events
- Attend and support Center for Social Impact meetings and activities
- President: Meet all requirements of UVU Student Association (UVUSA) liaison position

Expectations

- **Hours:** Fulfilling the expectations of this position should take about 10 hours/week. You are expected to be in the office every Tuesday and Thursday from 2 – 4 p.m. and must account for an additional 6 hours of program work every week. Hours should be spent fulfilling your position responsibilities. You are required to report your hours weekly using OrgSync.
- **Trainings:** You will be required to attend various trainings throughout the year. These trainings are typically offered during your Tuesday & Thursday office hours. Take full advantage of all training opportunities and work hard to apply it to your tenure as a student leader.
- **Retreats:** You must attend all required retreats, Utah Leadership Academy, & Wolverine Summit, and any other retreats or conferences (these usually occur 1 or 2 times per semester). See the application timeline for specific dates. President must attend required UVUSA retreats.
- **Meetings:** You must participate in the following meetings:
 - Executive Service Council (*every Tuesday at 2:30 p.m.—1 hour*)
 - Individual Accountability Interviews with those you supervise (*twice per month*)
 - CSI Advisor meeting (*TBD—15-30 minutes*)
 - President: UVUSA Student Council (*Tuesdays at 1 p.m.—1 hour*)
- **Activities:** Mandatory participation in the following Service Council events: JumpStart Orientations (these dates will be assigned at the retreat), Service Socials, UVolunteer Week, Make-A-Difference Day, Clothesline Project, Lip Sync for Literacy, Hunger Banquet, and Quiz for a Cause. President must meet UVUSA attendance requirements.

Service Council President

Influencing • Relationship Building • Strategic Thinking

Purpose of the Service Council President

Directs and manages the operations of the student Service Council at Utah Valley University. This position also represents the Service Council as an official liaison and voting member of UVU Student Association (UVUSA). Responsibilities include representing the needs and interests of service leaders to the UVUSA student council, clubs, and other student leaders; directly overseeing the efforts of the Vice President of Internal Affairs and Recruitment, and Student Coordinators, who in turn oversee Program Directors involved in community outreach; managing the budget and planning of the student Service Council.

Reporting Lines

As the student Service Council President, you report to the Program Coordinator of the Center for Social Impact on Service Council matters. The Vice Presidents and Student Coordinators report directly to you. As a member of UVUSA, you report to the Vice President of the Independent Branch.

Key Responsibilities

- Establish and lead out on vision for Service Council year
- Manage Executive Service Council
- Oversee Service Council budget and planning
- Fulfill UVUSA responsibilities

Fulfill UVUSA Responsibilities

- Represent the needs and interests of service leaders to UVUSA Student Council
- Act as a liaison between student council and the service council
- Fulfill all additional UVUSA requirements

Manage Executive Service Council

- Coordinate and facilitate weekly service council meetings
- Meet weekly with Vice Presidents
- Report weekly to Center for Social Impact Student Programs Coordinator
- Propose appropriate yearly budget
- Participate in statewide service events and trainings: Utah Campus Community Engagement Network Retreat, UVUSA Retreat, ULA, Service Council May Retreat and Wolverine Summit
- Coordinate UVolunteer Week

Oversee Service Council Budget and Planning

- Oversee planning of yearly project/program calendar
- Fulfill all duties and responsibilities assigned by UVUSA Student Council
- Plan one Program Director retreat per semester
- Fulfill other duties as assigned

Vice President, Recruitment

Relationship Building • Executing • Influencing

Purpose of the Vice President, Recruitment

Your main job is to lead the Service Council's efforts in recruitment and retention of Program Directors and other volunteers. You will have hands-on experience working with other student Service Council leaders, not with volunteer programs. This position includes coordinating with other university clubs and service-learning faculty. You will also coordinate with the Vice President of Internal Affairs one service social per semester.

Reporting Lines

As Vice President of Recruitment, you will directly report to the Service President.

Key Responsibilities

- Oversee the development and satisfaction of Program Directors in their role and provide support as needed
- Recruit volunteers to help with Service Council special events and on-going programs
- Create and implement a retention plan for Program Directors and Service Council volunteers
- Help the Service Council stay in line with policies, procedures, and other information
- Assist in the overall direction of the Service Council
- Coordinate with VP of Internal Affairs one service social per semester
- Coordinate JumpStart Orientations to ensure Service Council representation
- Coordinate one Game Changers event per month
 - This is a new program for the 2019-2020 academic year. Our new "Game Changers" series hosts social impact games that expand students' perspectives. These games/activities illustrate principles of social impact in a fun, 45-minute setting. Some activities include the Privilege Walk, Star Power, Design Thinking, Funding Feud, and Culture Rules.



Vice President, Internal Affairs

Executing • Strategic Thinking • Influencing

Purpose of the Vice President, Internal Affairs

Your main job is to support the internal functions of the Service Council. You will have hands-on experience working with other student service council leaders, not with volunteer programs. This position includes coordinating various council trainings. You will also be responsible for compiling assessment data for Service Council activities and ensuring program histories are complete and accurate. Finally, you will lead the Service Council's efforts in recruitment and retention of Program Directors, including coordinating one service social per semester.

Reporting Lines

As Vice President, you will directly report to the Service Council President. Your designated Student Coordinators will report directly to you.

Key Responsibilities

- Track service council impact and learning outcomes
- Help the Service Council stay in line with policies, procedures, and other information
- Monitor program histories
- Compiling assessment data from all Service Council activities
- Track the budget
- Produce monthly reports
- Contribute significantly to Center for Social Impact's annual report
- Coordinate one service social per semester
- Recruit and train Program Directors as needed
- Assist in the overall direction of the Service Council



Student Coordinator, Publicity

Influencing • Executing

Purpose of the Student Coordinator, Publicity Position

This position may be used as an internship.

As Student Coordinator of Publicity, you will provide communications support to the Service Council and Center for Social Impact (CSI). You will be responsible for producing publicity materials (digital signage, posters, fliers), social media content, website content, and press releases, as needed. You will also be responsible for coordinating photography for all events and Service Council programs. Other communication tasks may be assigned.

Reporting Lines

As Student Coordinator of Publicity, you will directly report to the Vice President of Recruitment and the Center staff.

Key Responsibilities

- Produce publicity materials
- Produce social media content
- Produce website content
- Coordinate photography
- Communicate with The Review
- Track publicity spending
- Archive files and maintain history
- Assist in the overall direction of the Service Council

Additional Experience

- Register for internship credits through your department (if desiring internship)
- Experience in graphic design, training for other responsibilities can be provided

Student Coordinator

Relationship Building • Executing • Strategic Thinking

Purpose of the Student Coordinator Position

As a Student Coordinator, you will recruit, motivate, direct, and train other students to serve and lead, in ways consistent with the mission and policies of the Center for Social Impact. Your main job is hands-on working with other student leaders, not with the program or task itself. However, part of your responsibility is to support these leaders as necessary. You will also be responsible for coordinating large one-time event such as Lip Sync for Literacy, Hunger Banquet, or a national day of service.

Reporting Lines

As a Student Coordinator, you will report directly to your designated Vice President. Your individual program directors will report directly to you.

Key Responsibilities

- Appoint Program Directors as needed
- Oversee the activities and development of your Program Directors by helping them develop practical and service-oriented leadership skills.
- Participate in coordination meetings with your Program Directors twice per month, including
- Oversee the finances for each of your programs
- Stay in line with policies, procedures, and other information
- Assist in the overall direction of the Service Council
- Maintain program histories
- Collect assessment data from your programs
- Coordinate large one-time events each semester

Program Categories

Each Student Coordinator coordinates a category of programs. Programs are subject to change. Program descriptions can be found at the end of this packet.

YOUTH	<ul style="list-style-type: none"> • XCEL Tutoring Program • UVU Youth • Giant Steps Preschool • Provo Youth Mentoring 	ALTERNATIVE BREAKS	<ul style="list-style-type: none"> • Weekend Break (Fall) • Spring Break (Spring) • International Break (Every other summer)
ON CAMPUS	<ul style="list-style-type: none"> • Real Talk • Food Pantry • Service Bar • Blood Drives: Red Cross • College of Science Outreach 	SOCIAL IMPACT PATHWAYS	<ul style="list-style-type: none"> • Direct Service • Community Engaged Learning & Research • Social Entrepreneurship & Corporate Social Responsibility
UNDERSERVED	<ul style="list-style-type: none"> • Special Olympics • Habitat for Humanity • Adopt-a-Grandparent • Project Read 	SOCIAL IMPACT PATHWAYS	<ul style="list-style-type: none"> • Policy & Governance • Community Organizing & Activism • Philanthropy

One-Time Events

Each Student Coordinator also puts on large one-time events. Full descriptions can be found at the end of this packet. These are subject to change.

- Hunger Banquet
- Make a Difference Day
- Lip Sync for Literacy
- Quiz for a Cause
- Clothesline Project
- Valley United Food Drive



Service Council

(Program Directors)

Benefits

- Make an impact on campus, in the community, and on your life!
- Excellent way to gain student leadership experience and expand your network on campus
- Highlight your service on your resume
- Get involved and meet other students who have the same types of interest as you do
- Great opportunity for students who are required leadership or service hours through Honors, service-learning, Social Impact Scholar, etc.
- Use of the Service Council office, fridge, microwave, and Keurig

Experience & Requirements

- Be enrolled in and complete 6 credit hours of UVU credit hours
- Possess 2.75 GPA cumulative at the time of application and maintain a 2.5 GPA
- Desire to serve students of UVU

Expectations

- **Training:** Attend Wolverine Summit, Program Director Retreats (Sep. and Jan.), and any other required trainings that may be offered by the Service Council. See the application timeline for specific dates.
- **Meetings:**
 - Meet at least twice per month with your Student Coordinator
 - Meet monthly with the Service Council (1st Tuesday of the month, 2:30 p.m. for 1 hour)
- **Reporting Hours:** Report your hours each week using OrgSync



Program Director

Executing • Relationship Building

Purpose of Program Director Position

Each Program Director is responsible for planning, implementing, and evaluating a single program as assigned by a Student Coordinator. Program Directors have direct ownership of their respective programs in consultation with their Student Coordinator. The Service Council President retains the right of final approval for all programs.

Reporting Lines

Program Directors report directly to the Student Coordinator over their program. They report to their designated Vice President on a secondary basis.

Key Responsibilities

- Appoint committee members/other key volunteers as needed
- At least twice per month, participate in coordination meetings with you and your Student Coordinator, and committee meetings with your committee and/or key volunteers.
- Oversee the budget for your program
- Maintain program history

Program Descriptions

Changes are made according to community partner needs and service council interests.

- **XCEL Tutoring Program:** This program focuses on mentoring and tutoring 7-12th-grade students with autism. Every Friday afternoon during the academic school year, students enrolled in the XCEL Program, facilitated through Wasatch Mental Health, will come to UVU to be tutored and mentored by UVU student volunteers. There is a high amount of activity programming associated with XCEL as part of the mentoring piece. This program allows the population being served to come and experience what a university is like and become comfortable with the campus through tutoring experiences, campus tours, on-campus activities, and opportunities to learn about majors and career paths available.
- **UVU Youth:** UVU Youth partners with the Boys & Girls Clubs of Utah County to create a mentorship program for the youth that attend a local club. Program Directors will work to recruit mentors and organize fun events that keep the children active and learning.
- **Giant Steps Preschool:** This program is an early intervention program run by Wasatch Mental Health for children with autism. UVU student volunteers work with preschool-aged children while parents attend classes to learn more about autism and how to help their children. This program has grown tremendously to include not only childcare on Thursday nights, but also a date night program for parents, community events, and daytime facilitation.
- **Provo Youth Mentoring:** For one hour a week, mentors meet with elementary and junior high school students. Volunteers spend time with students, help them with homework, and be a positive influence in their life. Each mentor will be assigned to one student to work with for the semester or for the year.
- **Real Talk:** Real Talk brings diverse college students together for conversations that help people to understand themselves and others. These conversations create community and spark action. Program Directors will recruit participants and facilitate one Real Talk event each month.

- **Food Pantry:** Community Action Services and Food Bank provides UVU with food for the on-campus UVU Food Pantry. This service provides emergency food assistance to UVU students, faculty and staff in need. The Service Council keeps inventory on the food pantry and ensures the pantry is continually stocked.
- **Service Bar:** The Service Bar is designed to provide service projects that can be completed in 5-10 minutes. The Service Bar is open and available to students anytime the Center for Social Impact is open. Some past projects include making knit hats, painting blocks for children, creating activity packets for elementary school children, etc.
- **Blood Drives:** Blood drives give individuals the opportunity to give of themselves through giving blood. Blood that is given can save up to three lives per unit. Through a partnership with the Red Cross, UVU students are able to give blood at one or more of the on-campus drives held throughout the academic school year.
- **Special Olympics:** Special Olympics provides year-round training and competitions for children and adults with intellectual disabilities. Working with Special Olympics Utah, Program Directors will work to recruit volunteers and plan activities for the Central Area of Special Olympics Utah.
- **Habitat for Humanity:** Habitat for Humanity is an organization that combats poverty through building affordable housing. UVU has its own chapter that is run by the UVU Student Service Council. UVU student volunteers participate in build days for houses throughout Orem and Provo.
- **Adopt-a-Grandparent:** Adopt-A-Grandparent, in partnership with Orchard Park Post-Acute Rehabilitation Center, provides students with the opportunity to spend time with the elderly, create relationships, and have fun. Program Directors will work to recruit volunteers and attend an Adopt-A-Grandparent event once every other week.
- **Project Read:** Project Read provides one-on-one tutoring services to functionally illiterate adults in Utah County. This program changes lives through literacy by empowering individuals, strengthening families, and building community. Students volunteer once a week to tutor one student throughout the semester or year. Tutors help individuals improve their writing skills to meet personal goals, function well in society, and become productive citizens.
- **Alternative Breaks:** Alternative Breaks take place in-state for a weekend during the fall semester, domestically every spring break, and internationally every other summer. These trips focus on direct, hands-on service and education around important social issues. Recent trips have focused on environmental stewardship, youth development and education, and hunger and homelessness. Students have served in various national parks, San Diego, Albuquerque, Portland, and Nicaragua.
- **College of Science Outreach:** In a partnership with the College of Science, this program will help recruit student volunteers for established outreach events such as Google Fiber Elementary School visits, STEM conferences hosted on campus, etc.
- **Multicultural Outreach:** In a partnership with Multicultural Student Services, this program will help recruit student volunteers for outreach events that serve the a specific multicultural community.
- **Social Impact Pathways (Community Engaged Learning & Research, Social Entrepreneurship & Corporate Social Responsibility, Philanthropy):** This is a new effort in the 2019-2020 year. Students will support program development and coordination in three of the social impact pathways. They will research programs and events and form connections to the Center for Social Impact.
- **Social Impact Pathways (Direct Service, Policy & Governance, Community Organizing & Activism):** This is a new effort in the 2019-2020 year. Students will support program development and coordination in three of the social impact pathways. They will research programs and events and form connections to the Center for Social Impact.

One-Time Events

Each Student Coordinator puts on large one-time events. Program directors may be recruited to help put on these events. One-time events are subject to change.

- **Hunger Banquet:** The Hunger Banquet is held in April and works to create awareness of poverty and how it affects our community. Students who attend hear from speakers about poverty in local, statewide, or worldwide communities. They also experience the statistical facts of poverty through dinner served at the event. The majority of students are given the least expensive food items to represent those who live in poverty. Other students are given a different meal to represent those with a middle-income, and small percentage are given a three-course meal to represent high-income individuals. In the past, this event has included a silent auction to raise funds for a community partner that has a mission centered on fighting hunger.
- **Make a Difference Day:** This event, held in October, is a national day of service. The Student Service Council sets up service projects in the Utah Valley area and UVU students are able to participate in the project of their choice. This program continues to expand. Last year, we hosted dozens of participants who gave hundreds of hours to the community.
- **Lip Sync for Literacy:** Lip Sync for Literacy gives students on campus an opportunity to compete in a lip sync battle and raise awareness about literacy in Utah County. This event is done in partnership with a local nonprofit organization with a mission or program focused on literacy. Money raised at the event will be donated to the organization.
- **Quiz for a Cause:** This is a unique event aimed to spark discussion and education about health issues facing local communities. This event is a trivia night hosted on UVU campus. Money raised during the event will benefit a nonprofit organization whose mission is focused on making a healthy impact in the community
- **Clothesline Project:** This event is made of t-shirts created by survivors of violence or created in honor of someone who has experience violence. The Clothesline Project is a powerful witness of the violence many live with It provides a healing outlet for those who were forcibly silenced. Its goal is to raise awareness and stir the viewers to action in an effort to end the epidemic of violence.
- **Valley United Food Drive:** In November the Center for Social Impact partners with the UVU Student Alumni Philanthropy Council to help put on the Valley United Food Drive. This is a coordinated drive with both UVU and BYU to raise donations for Community Action Services and Food Bank.

