

VOLUNTEER HANDBOOK

*A GUIDE FOR ALUMNI,
PARENTS, AND FRIENDS*



University
of Evansville

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Introduction

Welcome, UE Volunteer! We are very glad you are here and look forward to the valuable work you will contribute to the University of Evansville. Wherever your skills fit in, you will be providing a valued service with your volunteer work.

The UE Volunteer Handbook serves as a point of reference for all UE alumni volunteer programs, activities, and events. This handbook outlines the many programs, councils, committees, and advisory boards at the University of Evansville and gives a detailed description of each.

The Volunteer Handbook was crafted so all current and future UE volunteers could be better informed of the various volunteer opportunities available and how to become involved. Also included are departmental contact information, volunteer resources, UE mission and facts, and information on the importance of volunteerism.

Please review this handbook to familiarize yourself with our policies and procedures as well as your rights and responsibilities. Feel free to ask questions about any of the matters covered in the handbook.

Thank you very much for contributing your skills to our efforts in the UE community! Thank you to all alumni, family, friends, and parents of the University of Evansville for your tireless dedication and commitment to UE's volunteer programs.



OFFICES YOU SHOULD KNOW

Office of Alumni and Parent Relations

The Office of Alumni and Parent Relations strives to keep alumni and parents connected to each other and to UE. In addition to planning annual events such as Family Weekend, Reunion weekends, and special events, this office also coordinates volunteer opportunities, student outreach programs, services, and communication for UE alumni and parents of our current students.

Contact Information

Telephone: 812-488-2586

Fax: 812-488-2560

Email: alumni@evansville.edu

Website: www.evansville.edu/alumni

Location: Alumni House, 525 S. Rotherwood Avenue

Office of Admission

The Office of Admission serves as the primary resource for admitting first-year freshmen and transfer students. Contact the Office of Admission to schedule a visit to campus or for any questions related to the admission process.

Contact Information

Telephone: 812-488-2468

Fax: 812-488-4076

Email: admission@evansville.edu

Website: www.evansville.edu/admission

Location: Room 104, Olmsted Administration Hall

Center for Career Development

The Center for Career Development provides comprehensive career development services to UE students and alumni and collaborates with a multitude of employers seeking to hire the next generation of leaders for their organizations.

Contact Information

Telephone: 812-488-1083

Fax: 812-488-2156

Email: career@evansville.edu

Website: www.evansville.edu/careerdevelopment

Location: Ridgway University Center, second floor

Office of Development

The Office of Development is charged with raising funds for the University through direct mail, telemarketing, personal solicitation, and planned gift efforts. Offices include: Annual Giving, Corporate and Foundation Relations, Reunion Giving, Gift Planning and Capital Support, Planned Giving, and Development.

Contact Information

Telephone: 812-488-2361

Fax: 812-488-2560

Email: development@evansville.edu

Website: www.evansville.edu/development

Location: Igleheart Building

Office of Marketing and Communications

The Office of Marketing and Communications includes the offices of:

- Content Development – facilitates timely and accurate internal and external communications
- Content Design – provides graphic design and editorial services
- Content Delivery – oversees web presence, social media accounts, video production, and campus photography

Contact Information

Telephone: 812-488-2829

Email: sd5@evansville.edu

Website: www.evansville.edu/offices/marketing

Location: Room 217, Olmsted Administration Hall

IMPORTANCE OF VOLUNTEERISM

Why should I volunteer?

Volunteering is the practice of people working on behalf of others without being motivated by financial or material gain. Part of being a great volunteer is loving what you are doing. Being a volunteer, for whatever purpose, is commendable, and service to one's community is admirable.

At the University of Evansville, we have a wide variety of volunteer opportunities on and off campus. Alumni, parents, friends, and students of the University are encouraged to participate in these various opportunities.

Being an UE volunteer helps the University in its mission to better serve its students, alumni, community members, parents, and friends. It is because of dedicated volunteers and community partners that the University of Evansville has such successful programs and events. Without these volunteers, UE would not be the university it is today.

Benefits of volunteering

- Meet other alumni, friends, and parents and develop lasting friendships.
- Help promote the University of Evansville in your hometown.
- Gain or enhance your leadership, communication, and team-building skills.
- Open doors to other University volunteer opportunities.
- Connect with other volunteers and senior leaders and the experience, perspective, and contacts that they bring to the table.
- Get satisfaction from giving back and making a real difference.
- Contribute to a great cause that you feel passionate about.

Tips on how to be a GREAT volunteer

- Be respectful to others and yourself.
- Be committed to your program and those you are serving.
- Be reliable and honest.
- Be courteous of others' time.
- Work to establish a positive relationship between yourself and those you are serving.
- Practice open communication.
- Listen. You must first be a good listener before you can be a good communicator.
- Don't be shy. You are doing a great thing, and others will respect you for it!
- If you have any questions, please do not hesitate to ask or seek support.
- Remember you are a valuable member of a team that is making a difference in the lives of others.
- Be proud of your accomplishments!

Volunteer Opportunities and Descriptions

UE Connect

UE Connect is a professional network of UE alumni who assist in the career development needs of current students and young alumni. UE Connect's core goal is to directly link UE students to an infinite variety of professional development and support.



Connections for a Lifetime

Student-Alumni Mentoring Program

One of the most important elements of UE Connect is our mentoring program. Alumni, parents, and friends are directly connected to current juniors and seniors looking for assistance and support with their career development needs. Mentors serve as professional guides and provide a wide variety of information and insight. The primary role of a mentor is to enrich and coach a student in their career development and education. The program typically begins in mid-to-late September and continues throughout the academic year. Mentors can be local or long distance.

Objectives

- Provide insight into career opportunities through students' interaction with alumni.
- Promote students' leadership and encourage experiential education involvement.
- Offer contacts and networking opportunities in students' fields of interest.

Mentor Expectations

- Participate in a job shadow activity for student.
- Meet once per month for one hour with student or communicate by phone, Skype, or e-mail.
- Attend one Lunch and Learn (if possible).
- Conduct a résumé review with student.

An important element of the mentoring program is our Lunch and Learn series held on campus four times a year. We invite individuals from the professional community to present on important topics to assist students as they develop the skills and knowledge needed to be effective members of the workforce. The interchange at the luncheons stimulates alumni and students to actively discuss relevant career topics.

If you would like to become a mentor, please visit us online at www.evansville.edu/alumni/mentorinterest.cfm.

If you would like to speak on campus regarding a career-related topic, please contact Nichole Coffey at 812-488-2900 or ns50@evansville.edu.

University of Evansville LinkedIn Groups

More than 13,000 UE alumni currently utilize LinkedIn. This is a great tool to search, connect, and network with UE alumni. Join the following LinkedIn groups and stay informed and connected:

- The University of Evansville LinkedIn page
- UE GOLD (Graduates of the Last Decade)

Career Fairs, Forums, Panels, and Speed Networking Events

Every year the Center for Career Development and Alumni and Parent Relations organizes and sponsors more than 20 events to aid students in their career development needs. If you or your organization would like to participate in a career fair, panel, or networking event, please contact Nichole Coffey at 812-488-2900 or ns50@evansville.edu to volunteer.

Alumni Resource

Available at any time as requested. Alumni Resources can assist when relocating to a new geographic area by providing information on the area, and can recommend professional development and alumni networking opportunities.

Evansville Admission Ambassadors: Admission Volunteers

Evansville Admission Ambassadors is a worldwide network of alumni, parents, and friends.

Volunteers

- Expand the University's prospect and applicant pools and extend its geographic reach, allowing for greater diversity and selectivity of students.
- Enhance students' access to the University of Evansville in their local communities.
- Increase the quality of students enrolling at the University.
- Identify and train other alumni volunteers for progressive involvement in new student recruitment.

Volunteers participate in the following activities:

- Serve as alumni representatives at college fairs in place of or with UE admission counselors.
- Represent the University at high school scholarship award programs.
- Contact prospective students by sending e-mail messages, writing letters or notes, or calling students.
- Participate in the parent-to-parent calling campaign.
- Host or attend receptions for prospective students.
- Host or attend send-off parties for admitted students.
- Volunteer at campus visit events such as Open Houses.
- Attend regional Find Your Fit events.

To become a volunteer for admissions, please visit www.evansville.edu/alumni/admissions.cfm and complete the online request form or call the Office of Alumni and Parent Relations at 812-488-2586.

Reunion Reps

Reunion Reps are needed each year to assist the alumni staff in promoting the upcoming reunions and inviting friends and other classmates to attend Reunion Weekends. Serving in this way gives alumni an excellent opportunity to get in touch with old friends and be updated about UE happenings and planning throughout the year. Reunions are held each year for the 50 year golden anniversary classes and other specialty groups (sororities, fraternities, majors, and sports teams) are held on a rotating basis or as requested.

To learn more, please contact Liz Riffert at el37@evansville.edu or 812-488-2440.

UEAAA

The mission of the University of Evansville African American Alumni Association (UEAAA) is to maintain close relationships among alumni, document the UE African American tradition and pass it on to students, and to maintain a close and nurturing connection with UE African American students by providing financial assistance, emotional support, and guidance.

All African American alumni of the University are members of the organization; for more information about how to get involved in the group, contact JC Campbell at jc603@evansville.edu or 812-488-5180.



UE GOLD (Graduates of the Last Decade)

Previously known as the Young Alumni Network, UE GOLD delivers special events and programming to young alumni who have graduated within the last 10 years.

UE GOLD is dedicated to building a strong connection and relationship with young UE alumni in Evansville and the surrounding areas. Through the efforts of dedicated UE alumni, UE GOLD is able to provide unparalleled professional development and social networking opportunities to Evansville's young professionals and UE students. It is UE GOLD's mission to build these relationships in accordance to the University of Evansville's stated core purpose, vision, and values.

Board Memberships

The University utilizes the talents of its alumni, parents, and friends to help guide its many programs through membership on the boards listed below. Each of these bodies has its own selection process. You may express your interest in consideration for a position by contacting alumni@evansville.edu.

1. Board of Trustees

The University of Evansville is fortunate to have an active Board of Trustees composed of alumni-elected and student-elected members, as well as corporate and community leaders. The board meets three times per year.

2. Alumni Association Board of Directors

A 42-member Board of Directors serves as the governing body of the Alumni Association. There are 30 at-large directors from all regions of the country and abroad. Members of the board serve three-year terms and assist with planning and implementing many alumni programs, services, and events. The board meets on campus three times per year.

Board Mission

The University of Evansville Alumni Association Board of Directors represents the alumni at large and serves as an advisory board to the University and the Board of Trustees. The alumni board fosters long-term relationships, involvement, and support of the University.

3. Parents Council

The Parents Council is an advisory board to the University made up of appointed parent representatives. The Parents Council meets twice a year on campus, and its members serve at activities and events as Parents Association volunteers. Parents Council also hears reports about and advises on our parent volunteer support activities: Admission support, Parents' Fund, UE Connect/career development support, and parent communication and event support. The Parents Council also offers appropriate feedback to the administration of the University regarding student concerns and recommendations.

Members of the Parents Council are a resource for all parents and will assist with questions and act as liaisons to appropriate University resources, volunteer opportunities, and administrative contacts. The Parents Council is coordinated through the Office of Alumni and Parent Relations. To learn more about Parents Council, please visit www.evansville.edu/parents/council.cfm.

4. Harlaxton Society Board of Directors

The Harlaxton Society is the Alumni Association for Harlaxton College, the British Campus of the University of Evansville. If you attended Harlaxton as a student, faculty member, or staff member then you are automatically a member of the Harlaxton Society.

Membership

Membership in the Harlaxton Society is open to all former students, faculty, and staff of Harlaxton College and all members of the original Harlaxton Society. Honorary membership may be granted to other friends of Harlaxton by the Harlaxton Society Board of Directors.

Purposes

The Harlaxton Society is the alumni organization for Harlaxton College. Its main purposes are to keep its members informed about Harlaxton College and to promote and support Harlaxton College, its mission, and current students. The Harlaxton Society raises funds to provide scholarship support for students studying at Harlaxton College.

Board of Directors Membership

The Board of Directors is composed of 20 at-large directors, each eligible to serve two consecutive three-year terms.

5. Board of Visitors

The Board of Visitors' purpose is to provide community input, leadership, and support to the president of the University of Evansville, and through that office to the University community.

Duties

Join with other members and provide the president of the University your council and advice on matters and concerns brought before you. You are expected to:

- Spend a total of 20 hours a year in volunteer service for the University.
- Attend two Board of Visitors meetings per year.
- Provide your best advice and council to the president.
- Promote the University in your business and professional settings.
- Be active on one of the four standing committees.

6. Friends of UE Music

The Friends of UE Music provides financial support for special department projects and aids in creating a close bond among the faculty, students, parents, alumni, and the department's many supporters. Since its inception in 1981, FUEM has contributed significantly to the benefit of the department.

7. Theatre Society Board of Directors

The University of Evansville Theatre Society is composed of a group of community leaders who serve as enthusiastic, dynamic, and dedicated University theatre advocates. Through its membership and activities, the organization seeks to increase public awareness and maximize the impact of the University of Evansville Theatre in the national, regional, and local communities.

The society plays a vital role in many aspects of the daily life of the students and faculty, including the hosting of opening night and closing night parties; a freshman dinner and tour of the Evansville Museum of Arts, History, and Science; a very popular Adopt-a-Student Program; a reception for graduating seniors and their families following commencement; and two yearly trips to see productions at professional regional theatres.

8. Planned Giving Council

This council provides expertise and community input to the University of Evansville on the issues of estate planning, planned giving, and the marketing of such programs by the University.

Duties

- Attend (if possible) the two scheduled meetings per year, one in the fall and one in the spring.
- Act as a resource to the vice president of development and alumni and parent relations and the director of planned giving and capital support in the areas in which they have special expertise and experience.
- Provide honest feedback on the effectiveness of the University's planned giving marketing efforts, and give advice on how to make it more effective.
- Promote the University of Evansville and its vision for the future whenever possible.

9. Friends of Art

The Friends of Art supports and assists the needs of the Melvin Peterson Gallery and the University of Evansville Department of Art; publicly displays student, faculty, and selected guest artists' art work; and promotes a variety of other art activities including lectures and workshops.

10. Science Advisory Council

The Science Advisory Council provides community outreach and engagement for the sciences while expanding the University of Evansville's professional connections.

As a result of the Kresge Foundation Science Initiative, the strategy of the Science Advisory Council is to ensure that the University of Evansville is at the forefront of science education for generations to come. In collaboration with the Departments of Chemistry, Biology, Physics, Environmental Science, Mathematics, and Neuroscience, the council focuses on the future needs and growth within the sciences by:

- Utilizing the council as guest speakers or assisting in the contacts and recruitment of speakers for students, faculty, alumni, and the community. By offering these educational lectures, facility visits, and programs, the council will assist in career opportunities, identification of recruitment needs, and to benefit UE students upon graduation and beyond.
- Assisting in the development of and serving as a resource for the sciences at UE. Resources are described as follows: charitable contributions, gifts-in-kind, internships, co-ops, seminar programs, research opportunities, and part-time or full-time employment to increase experiential and practical learning for both students and faculty.
- Continuing to enhance the University's science programs that will augment the education our UE students receive; therefore, increasing the value of their degree. This council will provide advice, feedback, and reference materials for the faculty at UE from their organizations and external constituencies.

11. Schroeder Family School of Business Administration Advisory Board

For more information contact Scott Gilreath, *director of development*, at sg157@evansville.edu or 812-488-2429.

12. Purple Aces Club Board of Directors

For more information contact Mark Spencer, *athletic director*, at athletics@evansville.edu or 812-488-2569.

13. President's Club Executive Committee

For more information contact Molli Duckworth, *director of donor relations*, at md105@evansville.edu or 812-488-1013.

14. Neu Chapel Society Board

Membership contributions to the Neu Chapel Society and other gifts from members make it possible to fulfill the society's mission of supporting Neu Chapel and religious life activities at the University of Evansville.

The board only meets twice a semester. Board members work with the chaplain and the chapel interns, are responsible for coffee and donuts for regular Sunday services, and serve as hosts for special services in the chapel. They serve occasional lunches after worship and provide docents for the Wesley Gallery. The board supports interfaith initiatives and this year was instrumental in promoting and providing some funding for the landscaping project of the chapel. Scholarships were provided for the students studying world religions at Harlaxton. If interested in membership, contact the Neu Chapel Office at 812-488-2235.

Questions?

Contact:

Office of Alumni and Parent Relations

University of Evansville ■ 1800 Lincoln Avenue ■ Evansville, Indiana 47722
812-488-2583 ■ alumni@evansville.edu

