VHP Volunteer Opportunities
2016-2017 School Year

Scholarship Committee

Time Frame: December – March
Location: Web-based, via email correspondence

- Review submitted scholarship essays utilizing criteria to make scored recommendations
  - Scholarships include (3) AVHOFS, (3) VHP Personal Scholarships, (1) Above and Beyond Scholarship, and (1) Caitlin Campbell Travel Scholarship.

Editorial Committee

Time Frame: *November – February*
Location: Web-based, via email correspondence & at least one in-person Editing Day

- Review and provide electronic copy edits of student essays to prepare for publishing in *Since You Asked*, delivered via email
  - Between 1 and 6 stories every week, depending on volunteer interest and essay completion timelines
- Participate in at least one Editing Days in January for any of the five publishing groups in Carefree, Gilbert, Phoenix, Tucson, and Prescott/Chino Valley area

Chapter Advocates

Time Frame: August – May
Location: Based on volunteer location

- Support Teacher Advisors and chapter operations. Volunteers can be assigned as a Chapter Advocate to a VHP Chapter or a VHP Chapter Region, depending on interest
- Annual training provided
- Advocates assist with regular communications and monthly visits to chapters to help fulfill chapter tasks. Based on each chapter's need, Advocates may assist with progress tracking and data collection, fundraising support, student recruitment, veteran communications, technology support, and book reception and civic event support

Administrative & Program Support

Time Frame: Year round
Location: Web-based and North Phoenix for meetings

- Lend a helping hand when the need arises. Support may include, but is not limited to:
  - Prospective school and existing chapter visits
  - Assembling and transporting materials
  - Office support such data entry, updating and editing documents, monitoring book and supply inventories
  - Research projects such as identifying school district contacts, tax credit forms, etc.
  - Supporting volunteer coordination

Vets in the Classroom Lecture Series

<u>Time Frame:</u> *Fall (Sept.-Oct.) & Spring (Feb.-March)*
<u>Location:</u> *Throughout Arizona*

- Previously interviewed veterans are invited to continue to share your story through a 50-minute school assembly and/or classroom lecture
    - Training and support provided
- Individuals interested in supporting the lecture series:
    - Coordinate speaking opportunities at partner schools and potential schools
    - Work with veterans to develop their presentation
    - Facilitate curriculum packets, day of support and post-lecture student evaluations

Technology Support

<u>Time Frame:</u> *Year-round*
<u>Location:</u> *Web-based and North Phoenix for meetings*

- Use your skills to support various technology aspects of the VHP Program.
    - Microsoft SharePoint Expertise in Architecture, Design, Programming or Support
    - Website Research, Redesign and Maintenance
    - VHP Project Management Cloud Database - Chapter Training & Help Desk Support
    - Adobe In-Design Chapter Training and Support
    - Optimization of Salesforce
    - Google Apps

Audio/Visual Media Support

<u>Time Frame:</u> *Year-round*
<u>Location:</u> *Throughout Arizona, web-based and North Phoenix for meetings*

- Use your skills to support various technology aspects of the VHP Program
    - Photography for VHP events and activities
    - Help Develop Blended Learning Training Videos
    - Help Develop VHP Promotional Videos

Community Outreach/Marketing

<u>Time Frame:</u> *Year round*
<u>Location:</u> *Throughout Arizona*

- Support book receptions, community and civic events
- Represent VHP at exhibit tables at community and civic events
- Help develop volunteer recruitment, orientation, training and recognition programs
- Utilize your marketing and/or public relations background by helping to develop marketing materials, social media calendar, press releases, and story idea pitches to local media
- Host a gathering in your home to introduce VHP to community members