



2009-2010 Volunteer Form

ISFAA needs volunteers to do great things. ISFAA volunteering is a great way to get involved, network with colleagues, develop professionally, learn new skills, and serve the association.

Name _____

Institution/Agency/Company _____

Address _____
Street City State Zip

Phone _____ Fax _____ E-Mail _____

Years in Financial Aid _____ Sector _____

Committee Activities and Volunteer Opportunities

Indicate your interest in volunteering for each of the committees in the following manner:
N/A = Not Interested, 1 = Interested, 2 = Very Interested, 3 = Interested in Chairing

Governmental Relations Commission

_____ **Agency Coordination Committee** - Assists in the coordination of financial aid administration and communications with Indiana Department of Vocational Rehabilitation, Indiana Workforce Development, and other similar agencies.

_____ **Associate/Affiliate Member Concerns Committee** - Educates ISFAA membership and increases interaction between regular ISFAA members and associate/affiliate members, and has facilitated charitable conference activities in the past.

_____ **Governmental Relations Committee** – This committee shall be responsible to educate the Association membership about the legislative process, encourage the membership to effectively express their professional opinion related to creation and modification of legislation and provide important legislative information to the Association members. Represents the Association with state and federal officials. Provides position papers for Executive Committee review.

Public Relations & Communication

_____ **College Goal Sunday Committee** - Organizes and plans annual, statewide College Goal Sunday efforts.

_____ **Counselor Workshop Committee** - Coordinates high school counselor workshops presented statewide with SSACI.

_____ **Early Awareness Committee** - Develop and implement financial aid early awareness initiatives in Indiana.

_____ **Technology Committee** – This committee is responsible for the management of the ISFAA listserv and the ISFAA web site. This may also include redesign of the website. This includes all areas of operation from policies for posting information to how documents are stored. This committee will focus on how to communicate to the membership through technology.

_____ **Financial Aid Nights Committee** - Coordinate high school night presentations throughout Indiana and assist in providing planning materials for conducting financial aid nights.

_____ **Newsletter Committee** – Committee coordinates communication to the membership through the publication of a periodic newsletter. Newsletter committee needs writers, editors, software experts, and newsletter content “recruiters”.

_____ **IACAC Committee** – Chair represents ISFAA on the Indiana Association of College Admissions Counselors (IACAC) conference planning committee and coordinates financial aid interest sessions at the IACAC Congress conference.

_____ **Media Committee** - Works to communicate important financial aid information to our public, especially high school parents, and coordinates Financial Aid Awareness Month activities and other initiatives.

Professional Training & Development

_____ **Long Range Site Committee** - Investigates possible meeting sites for the Association and negotiates services and facilities to be

provided.

_____ **Winter Conference Program Committee (Indianapolis)** - Establish a theme for the meeting, develop sessions on topics of current interest, and recruit resource persons/presenters.

_____ **Winter Conference Site Committee (Indianapolis)** - Responsible for all physical arrangements, cost estimations, and registration processes for the regular fall meeting of the Association.

_____ **Spring Conference Program Committee (tentatively in Columbus)** - Establish a theme for the meeting, develop sessions on topics of current interest, and recruit resource persons/presenters.

_____ **Spring Conference Site Committee (tentatively in Columbus)** - Responsible for all physical arrangements, cost estimations, and registration processes for the regular spring meeting of the Association.

_____ **Training Committee** - Organizes specific training activities as needed and coordinates training seminars presented by NASFAA, the College Scholarship Service, or the Department of Education.

_____ **Support Staff Workshop** – Provide training in financial aid basics for support staff.

Internal Operations & Management

_____ **Archives Committee** - Responsible for gathering, sorting and archiving all ISFAA documents for historical purposes.

_____ **Audit and Finance Committee** - Responsible for the fiscal affairs of the Association, an annual review of accounting records, preparation of the budget, and other financial aspects of the Association.

_____ **Bylaws Committee** - At the direction of the Executive Committee reviews resolutions and other proposals for compliance with the Association's Bylaws and prepares Bylaw changes for membership vote.

_____ **Long Range Planning Committee** - The Long Range Planning Committee's goal is to look toward the future of ISFAA. This may include the evaluation of our mission, leadership development, professional development and training, communication, government, and financial activities.

_____ **Membership & Ethics Committee** – This committee is responsible for all matters of membership recruitment, approval, and retention. Duties include maintaining membership database, mailing annual membership applications, maintaining membership records, and publishing a membership directory.

_____ **New Professional and Mentoring Committee** – This committee is responsible for welcoming new members (e.i. making calls, sending email messages, completing a variety of contacts throughout the year). Develops methods of Association communication that will include mentoring new members and enhancing seasoned member communication.

_____ **Nominations, Election & Awards Committee** - Provides for a fair and honest nomination and election process, presents a slate of candidates to the Executive Committee, supervises the election, and selects members for the various service awards.

Associate Members

_____ **Sponsorship Committee** - Solicits financial support from various vendors for activities such as newsletter advertising, exhibit booths, and refreshment breaks at meetings.

_____ **Pat Wilson Scholarship Committee** – Organizes fundraiser and coordinates selection of recipient for Pat Wilson Scholarship.

Mail or Fax ISFAA Volunteer Form to:

Jon Riester

Hanover College, P.O. Box 108, Hanover, IN 47243

812-866-7098 fax

Please return forms by May 22, 2009. Thank you for volunteering to serve ISFAA!