



# 2011-2012 Volunteer Form

ISFAA needs volunteers who are anxious to do great things. **Be that volunteer!** ISFAA service is a great way to get involved, network with colleagues, develop professionally, learn new skills, and make a difference for your association. ISFAA reimburses for travel expenses, so your commitment, and that of your institution, is in giving your time and talents for the betterment of your profession.

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Name \_\_\_\_\_

Institution/Agency/Company \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Years in Financial Aid \_\_\_\_\_

E-Mail \_\_\_\_\_ Sector \_\_\_\_\_

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## 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

### Public Relations & Communication

\_\_\_\_\_ **College Goal Sunday Committee** - Organizes and plans annual, statewide College Goal Sunday efforts.  
Do you want to be a CGS site coordinator? Which site would you like to host \_\_\_\_\_?

\_\_\_\_\_ **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.  
Do you want to be a regional coordinator? Which region of the state would you like to coordinate? \_\_\_\_\_?

\_\_\_\_\_ **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.

### Governmental Relations

\_\_\_\_\_ **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. The committee also represents the Association with state and federal officials, provides position papers for Executive Committee review and assists with communication to the Indiana Department of Vocational Rehabilitation, Indiana Workforce Development and other similar agencies.

### 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** - Establish a theme for the meeting, develop sessions on topics of current interest, and recruit resource persons/presenters.
- \_\_\_\_\_ **Spring Conference Site Committee** - 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** – Assist in developing this one-day event held bi-annually to foster personal and professional growth for financial aid support staff members.

### 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). Develop 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, email or fax your ISFAA Volunteer Form to:*

Heidi Carl, Associate Director of Financial Aid, University of Indianapolis

1400 E. Hanna Ave., Indianapolis, IN 46227

[hcarl@uindy.edu](mailto:hcarl@uindy.edu) 317-788-6136 fax

**Please return form by May 13, 2011.**

***Thank you for volunteering to serve ISFAA!***