

Community Foundation of Lafayette

The Community Foundation of Lafayette (CFL) connects generous donors with well-managed local nonprofits. CFL carefully researches each organization to ensure donors' funds are directed towards established and effective local organizations in four categories: Human Services, Youth Development & Education, Seniors, and Arts & Culture. Since 1999, donors have trusted CFL to grant \$1.3 million. This partnership enhances the daily lives, health, and culture of our community. CFL is managed by the volunteer President and Board of Directors. The Junior Board, approved in 2023, is focused on community service and local outreach events.

Junior Board

Job Description—Expected minimum 28 hours per year, average 2 1/2 hours per month

1. Students age 16-18 years
 - a. No conflicts of interest, attend one Board Meeting per quarter (about 1 hour, currently via Zoom)
 - b. Annual donation not required, voting on Board matters not included
2. Serve on Community Service Committee, Chaired by Community Foundation Board Member
 - a. Attend one monthly committee meeting via Zoom, approx. 20-30 minutes, or as needed
 - b. Represent Community Foundation mission to local residents, schools, and businesses
3. Staff community service events—Minimum 12 hours, over 12 annual Chamber and City events
 - i. Earth Day—approximately third Saturday in April
 - ii. Rock the Plaza—four Friday evenings in June
 - iii. Art & Wine Festival—second or third Saturday and Sunday in September
 - iv. Reservoir Run—third Sunday morning in October
 - v. Trick or Treat Street—Friday evening before Halloween in October
 - vi. "It's a Wonderful Life in Lafayette"—first Sunday evening in December
4. Assist event committee during annual CFL events
 - a. Minimum 8 hours
 - i. Taste of Lafayette—approximately second Tuesday evening in May
 - ii. Community Day—first Saturday in June
 - iii. Grant Awards and Major Donor Event—usually late June
 - iv. Senior Symposium—usually September or October
 - v. Fundraising dinner—usually September or October
 - b. May include marketing efforts (print, media, posters), event set up/staffing/take down

Process

1. Community Service Chair contacts local organizations for youth recommendations
2. Student emails application to Community Service Chair
 - a. Provides two local references from employment, volunteer experience, or school
 - b. Attaches transcript (required) and résumé (preferred) with brief introductory email
3. Student interviews with Community Service Chair and one other Board member or Junior Board member
 - a. Volunteers at one CFL event for 1 hour (minimum) prior to Junior Board offer
 - b. Attends one Board Meeting for confirmation, informed one year term is renewable
4. Student offered Junior Board position attends "on-boarding" meeting to learn about CFL mission
5. Student not offered Junior Board position may still volunteer as Associate for volunteer hours

Benefits to Junior Board Members

1. Enjoy fun, active, outside-based, rewarding interaction with local community
2. Develop hands-on leadership skills in dynamic, energized service to wide range of people
3. Quickly accumulate certified, supervised volunteer hours for local and national awards
4. Develop extended connections with respected local leaders for college letters of recommendation
5. Exhibit established commitment to community service for college applications, essays, and scholarships

Job Requirements

1. Friendly, outgoing and welcoming to all ages, backgrounds, cultures, and lifestyles
2. Enjoys playing lawn games and leading simple activities
3. Able to stand for 3-4 hours and carry 35 pounds for 60 feet
4. Articulate, confident, motivated to represent the Community Foundation positively and professionally

Junior Board Application



**COMMUNITY FOUNDATION
OF LAFAYETTE**

ENHANCING LIFE, CULTURE AND COMMUNITY...TOGETHER

Applications may be mailed to:

Community Foundation of Lafayette
P. O. Box 221
Lafayette, CA 94549

and/or:

Scan and Email to: info@lafayettecf.org
gracedixon@comcast.net

Name: _____ School: _____ Grade: _____

How long have you lived in Lafayette?: _____

Home #: _____ Cell #: _____ OK to text? Y / N (Circle Answer)

E-Mail Address: _____

Parent E-Mail (if applicant is a minor): _____

Please list your most recent work or volunteer experience (attach résumé, if possible):

<u>Organization</u>	<u>Role</u>	<u>From</u> <u>(Month/Year)</u>	<u>To</u> <u>(Month/Year)</u>	<u>Supervisor</u>	<u>Email</u>
---------------------	-------------	------------------------------------	----------------------------------	-------------------	--------------

Please list two professional/volunteer/school references:

<u>Name</u>	<u>Organization</u>	<u>Email</u>	<u>Phone</u>
-------------	---------------------	--------------	--------------

NOTE: Please include current transcript. Applicants will be contacted by the Community Foundation of Lafayette.

Thank you for your interest in joining the Community Foundation of Lafayette Junior Board.

Student Signature: _____ Date: _____