# ODSE Planning Committee Member Agreement

## One-Day Service Events Planning Committee

What is ODSE?
The One-Day Service Events program (ODSE) was designed to provide members of the AU community with a myriad of opportunities to connect with the diverse communities of the District. Although this program is primarily focused on the facilitation of short-term community service projects there have been several enhancements that allow participants to experience deeper levels of community engagement.

One Day Service Events 2012-13
- National Day of Service - Saturday, September 15th
- Campus Kitchen - Saturday, September 15th
- Latino Heritage Month Service Day - TBA
- Campus Kitchen - Saturday, October 20th
- Veterans Service Day / Campus Kitchen - Saturday, November 17th
- World AIDS Day, December 1st
- Campus Kitchen - Saturday, December 15th
- MLK Day of Service / Campus Kitchen - Monday, January 21st
- Black History Month Day of Service Saturday, February
- Campus Kitchen - Saturday, February 16th
- Dr. Seuss Day, Friday, March 1st
- Campus Kitchen - Saturday, March 16th
- Earth Day of Service / Campus Kitchen - Saturday, April 20th

What is the position and responsibilities?
Committee members will assist the CCES Operations Coordinator plan, promote, develop learning outcomes and oversee the operation of the community service projects listed above.

Who is eligible?
Undergraduate, graduate, and Washington College of Law students are all encouraged to apply for a seat on the committee.

**Terms and Conditions**

2012-2013

As an ODSE Planning Committee Member, I agree to abide by the following requirements:

1. Meet with committee members bi-weekly to discuss ODSE projects.
2. Must have and maintain a cumulative grade point average of 2.50 or higher. (Grade exceptions are made on a case by case basis.
3. Perform all designated duties and responsibilities
    a. Provide support with volunteer recruitment for events (tabling, post flyers, make class announcements, facilitate info session)
    b. Facilitate reflection/site meetings with ODSE Planning Committee Members
    c. Provide timely feedback to CCES staff about any issues with other committee members and sites
    d. Attend all ODSE Planning Committee meetings
    e. Attend two professional development training sessions designated by Operations Coordinator
    f. Facilitate training session for volunteers
    g. Submit Monthly ODSE Planning Committee Report to Operations Coordinator
    h. Work with the ODSE Coordinator to plan and carry out events such as the MLK Day of Service event.
4. Refrain from the use of any illegal substances or engaging in illegal activity.
5. I commit to facilitate this position for the Fall semester, and understand that participation in the Spring is at the liberty of the ODSE Coordinator.

Application due: Friday, September 7, 2012. Please contact Donald Curtis, Operations Coordinator at (202) 885-3627or volunteer@american.edu if there are any questions. You can also visit www.american.edu/volunteer for more information.