

Statewide Higher Education Awareness and Motivational Campaign

Texas Higher Education Coordinating Board

Volunteer Job Description – Regional Closing the Gaps Technical Team Member

Qualifications

- Experience in advising parents and/or students how to prepare academically and financially for higher education.
- Expertise in technicalities of applying to community or technical colleges or universities.
- Expertise in technicalities of applying for financial aid for higher education, including loans, grants and scholarships.
- Experience in motivating students (and their parents) to get and stay on the college-bound path.
- Membership or affiliation with TACRAO, TASFAA, TACAC, Texas Scholars, GEAR-UP, TRIO, College Board, Texas Guaranteed, ACT, a university or college recruiting or outreach program, or organization with similar mission.

VOLUNTEER JOBS AVAILABLE

Regional CTG Technical Team (for professionals in admissions and finance)

- Serve on regional technical team -- be available to consult with local community-based organizations (CBOs) that are being trained to talk about higher education with families or children with whom they work.
- September thru early October -- Attend a 1-hour CBO orientation meeting in your region (see attached schedule). Mingle with CBOs, thank them for coming, answer questions as needed. Begin to develop relationships with CBO staff and volunteers. After the CBO meeting, remain for an orientation session specifically for technical team members. Commitment of a total of 2 hours for the day.
- January 20 – 31, 2003 -- Attend one half-day CBO training session conducted by Austin campaign staff in your region; help answer CBO technical questions. Continue to develop relationships with CBOs.
- February – August, 2003 -- Be available on continuing basis for CBOs to call with technical questions, and for CBOs to refer families/students with technical questions.

CBO Procurement Committee

- Serve on a regional CBO procurement team. Meet with other team members and read 2-page applications for funding by CBOs. Determine

which CBOs in the region receive a campaign mini-grant. Forward funding recommendations to the Austin campaign office.

Timelines:

August/Sept -- Recruitment of regional procurement teams.

Sept/early Oct -- Orientation of regional procurement team immediately following dismissal of CBO regional meeting.

December 2 – 6. Meet one day this week with regional procurement team members to read applications and make funding decisions. Send recommendations to Austin.

College Enrollment Workshops (for professionals in admissions and finance)

- Use the Coordinating Board's college enrollment materials and workshop format to help conduct HB 400 college enrollment workshops (to be facilitated by TACAC), or to conduct non-HB 400 workshops at your own initiative within your region.
- Training on the Coordinating Board's enrollment workshop format and materials will be done in January during the CBO train-the-trainer meetings.
- Four – five legislatively mandated workshops are scheduled for fall of 2002, and special trainings for those will take place in fall, 2002.

Length of Volunteer Commitment

September, 2002 -- August, 2003. It would be most helpful if we could receive a volunteer application by August, 30, 2002, so that we can confirm your participation in a Sept/Oct. regional meeting.

For more information or to request a volunteer application form, contact Lynn Denton, THECB, 512-427-6210 (lynn.denton@theeb.state.tx.us); or Gloria White, THECB, 512-427-6224 (gloria.white@theeb.state.tx.us).

Background to Statewide Higher Education and Awareness Campaign

The Statewide Higher Education Awareness and Motivational Campaign is one strategy to meet the Participation Goal of the *Closing the Gaps by 2015* plan. The campaign was also mandated by the 77th Texas Legislature in Senate Bill 573, passed in 2001. For information about the campaign's strategic plan and activities, visit the campaign website at www.theeb.state.tx.us/SAMC.

One of the campaign strategies is to mobilize hundreds of community-based organizations (CBOs) around the state to take the messages (about the importance of higher education and how to prepare for it financially and

academically) to children and parents with whom they work. Examples of such CBOs are Boys and Girls Clubs, Big Brothers/Big Sisters, Habitat for Humanity, Girl and Boy Scouts, YWCA, YMCA, community health clinics, faith-based and interfaith groups, and many more.

Many organizations associated with the campaign have worked together on developing a CBO train-the-trainer module, so that CBOs can be easily trained to use campaign presentations and activities with their parents and children.

Background to HB 400 College Enrollment Workshops

House Bill 400, legislation also passed by the 77th Texas Legislature in 2001, requires the Coordinating Board to conduct college enrollment workshops in high schools that rate in the bottom 10% of high schools in college-going rates. The bill also requires these high schools to develop relationships with a higher education institution in their geographical area.

Time-line of Project

Work for this project will be organized into 20 public education regions (see attached two lists of public education regions – one list is alphabetical by county; the other is by region, listing counties in each region.)

September and October

Two-hour orientation meetings in each region. At these meetings, CBOs will learn about *Closing the Gaps*, the campaign, and how they can help get campaign information to the adults and children with whom they work. CBOs will also be told how to apply for mini-grants that will be awarded on a regional basis. Regional technical team members will learn about the work with CBOs, as well as how to participate in the HB 400 college enrollment workshops.

October and November

Period for CBOs to respond to RFP posted in Texas Register and apply for mini-grants using a two-page application form. Several HB 400 workshops will be scheduled by the CB and TACAC.

December 2 - 6

Regional procurement teams meet for one day to read CBO applications and make recommendations on funding to the Coordinating Board.

January 20 - 31, 2003

CBOs and technical team members participate in a half-day train-the-trainer session in regions.

February through August, 2003

CBOs conduct their campaign activities. Technical teams continue to conduct college enrollment workshops.