

**From:** A Family for Every Child [info@afamilyforeverychild.org]  
**Sent:** Tuesday, June 05, 2012 2:21 PM  
**To:** test6@afamilyforeverychild.org  
**Subject:** A Family For Every Child's Volunteer Newsletter



## VOLUNTEER

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*June 2012*

# ~SAVE THE DATE~

**Winter Wonderland  
Nov. 1, 2012 -- Valley River Inn**

Our annual event last year had over 300 guests. This year we are hoping to expand that number to 350+.

This event is critical to the support of all of, **A Family For Every Child's**, programs.

**Planning has started for this event!**

**This is a fun event and YOU can be a part of making it successful with your volunteer assistance. These are areas we are in need of help.**

Silent Auction

Procure items for the Silent Auction- We have a letter you can use to help with this ask, many ideas and items needed

Oral Auction Team

Our plan for this Brainstorming team is to have 3 meetings only –June-Aug & Oct, together we will design and brainstorm ideas and packages, each contributing connections and ideas.

Wine Wall

Procure bottles of wine, we will set a min. value, 50 plus bottles needed (can't have too many).

Dessert Dash

Procure 30 plus desserts for the evening, again we will give you a letter and donation forms for each contributor

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## 2012 Volunteer/Intern Positions

*The following is a list of our Volunteer and Intern roles that are especially needed now. These roles are open to those who would like to volunteer or students looking for an Internship.*

**Instructions on How to Volunteer or Intern:**

**- Fill out the Volunteer Application on: [www.afamilyforeverychild.org](http://www.afamilyforeverychild.org)**

**- Tell us what position or area you are applying for on the application, including your skills and interests.**

**- If you are not sure which job is for you, we'll be happy to help you figure it out!**

### **General Administration and Events Positions**

**Events:** How fun would that be to become involved with planning and implementing an event that would have some benefits for foster children?

**Administrative work:** Are you a person that enjoys entering data, answering emails, doing administrative assistance to help potential adoptive families, foster children, and case workers?

If these are things you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Database Specialist:** Learn and gain experience with Salesforce.com and online database system

**Development/Funding/Grant Writing/RFP:** Work with executive director to identify funding opportunities around grants, RFP's, Family Foundations, Business/Organization, and other development opportunities

**Online Event:** Plan an online event. This could be a Dance-a-thon using Youtube, an online auction, Family Photo contest, or other creative ideas. Online event should have goals to raise funds for AFFEC and draws people to our website, and social media, while creating new partnerships and awareness.

**Events – Dining Fundraiser:** Coordinating a period of weekly restaurant deals that give a percentage to AFFEC when our supporters eat there (preferably in the winter months). This could include places like Papa's Pizza, Mucho Gusto, Dickie Joes', Sweet Cheeks, and more.

**Winter Wonderland Event Volunteers:** Help with planning and carrying out the Winter Wonderland Event for 2012. Use the last 2 years of experienced volunteers and tools to assist in planning for 2012's event. Help set goals for funding and attendee's for 2012. Create new ideas to bring to the event.

**Plan New Annual Fundraising Event:** Plan a new event that can be done annually. Perhaps a Mother's Day event, or a Boy's event. Goal should be to raise \$10,000 or more, to raise awareness, gain media attention and draw people to our web site and social media, as well as engage them in our organization.

**Kids Matching Event:** Work with the Executive Director to plan a combination, or form of, event for matching children needing placements with families, and/or an event for them to interact with their siblings in combination with matching opportunities.

**Submission Team:** We send nearly 700 home studies each month to various caseworkers for families who are waiting to be selected. To do this it takes many volunteer hours from people who can pay attention to detail and are able to email and attach files. This position takes someone who is able to come to our office and can range anywhere from 5 to 20 hours a week, depending on your availability. While this work takes a lot of time it is highly rewarding, especially when you get to see a family chosen for a child!

**Clerical/Administrative:** Do you like doing clerical tasks? We have several programs that could use a hand.

**Newsletter Volunteer:** Do you like doing Newsletters? Like being creative? We would love to have you help us!

**Appreciation Coordinator:** This is a very rewarding role and can be done here in the office or from home. We like to send personal thank you cards out that are hand written to those we would like to appreciate. If you like writing cards, this is a neat way to volunteer a few hours a week.

**Data Entry Volunteer:** If you like to do data entry and a variety of projects we need someone who can come in for a few hours a week to help us with data clean up. We also have a need for someone to help assist our Adoption Agency with administrative assistance. We will train you.

**Life Book Volunteer:** We are blessed to have 2 large groups of Life book / Scrap book volunteers in the Eugene area that keep us supplied with many wonderful supplies and blank pages that Case workers can use for creating Life Books for Children in Foster care. We are in need of a coordinator/organizer that can organize our supplies at our office, making them easier to access and do outreach through our data system to Case Workers to educate them on how we can assist them with Life Books, and the supplies we have available to them.

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### *Heart Gallery*

Those cute pictures and those nice biographies about the children, how can you resist not being a part of a foster child's life by volunteering in this area?

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Heart Gallery Local Coordinator:** We are looking for a volunteer Heart Gallery Coordinator to work from our Eugene/Springfield office. The Heart Gallery is a portrait exhibit displayed to raise awareness of the needs of foster children who are waiting and hoping for their own adoptive family to love and protect them. Professional photographers volunteer to take compelling portraits and these beautifully framed and matted portraits get displayed along with the children's biographies in various venues that will touch your heart. We are looking for a volunteer Heart Gallery Coordinator to work with our Heart Gallery Director.

**Data Entry:** Emailing and corresponding with venues and venue volunteers to make sure all venues stay maintained.

**Heart Gallery Faith Based Host:** Our Heart Gallery photos are on display each month at a different local church. Sunday morning greeters are needed to attend the display at the venue where the display is showing. Duties include: directing viewers to the Heart Gallery literature, making sure the exhibit is in good order, and noting any questions to be passed on to AFFEC employees, etc.

**Business Advocate for Washington and Oregon:** We have started a Business Advocate effort where we are offering businesses the opportunity to highlight a child in their place of business. This specific recruitment for the harder to place children can be placed on an easel or as a window display. This intern would reach out to businesses all over the state, seeking sponsored venues, getting them started and linking our web sites.

**Photo/Videographer Coordinator:** Our Heart Gallery needs someone who can come in approximately 5 hours a week and help coordinate our venue photo packets, connect with and process photographers from all over the state as well as nationwide. Someone who can do outreach and connect with photographers, scheduling photo sessions, following up and processing images once completed.

**Monthly Venue Volunteer:** Would you enjoy driving around town and spend just a few hours a month going to our venues and swapping out photographs of children? You may have seen these around the area (if you reside in Oregon). We display photos of available and waiting children with bio information in restaurants, doctors and dentist offices, airports, grocery stores and the like. All photos and needs are supplied by our organization and basically consist of picking up your new photos, going to the venue and updating the displays.

**Faith Based Heart Gallery Coordinator:** Scheduling and maintaining faith based venues. This would include sending letters/email to prospective faith based sites, maintaining brochure inventory, following up with sites after exhibit with thank you letters and rescheduling for the next year etc.

**Heart Gallery Expansion Coordinator:** Reaching out statewide to photographers and videographers to take photos of children that are looking for forever families.

**Photo Coordinator:** Our Heart Gallery needs someone who can come in approximately 5 hours a week and help coordinate our venue photo packets, connect with and process Photographers from all over the state as well as nationwide. Someone who can do outreach and connect with photographers, scheduling photo sessions, following up and processing images once completed.

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### *Mentor Program*

Do you want to be involved with a foster child by teaching, caring, and being involved with monthly activities supporting and encouraging a child?

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Data Support/Research Coordinator:** Researching different support programs that will help our mentors. This could include support materials, fundraisers, and other mentor programs.

**Life Skills Coordinator:** The Life Skills Coordinator will be responsible for coordinating the life skills program for our mentor youth. This includes reaching out into the community to find people that can teach different life skills to the youth

and keeping both the youth and foster parents up to date on where, when, and what classes will be offered each month.

**Mentors:** The mission of the Heart Gallery Mentor Program is to bring enthusiastic, dedicated, caring adult members of our community and unite them with youth in foster care. To provide someone who can be a friend, who will encourage and support them through the various transitions in their life. To help instill independence, confidence and everyday life skills they will need. Mentors must commit to one year with their mentee and 10 hours per month. Mentors must be at least 21 years old and must pass a background check. Male mentors are always in high demand!

**Spanish Speaking Mentor:** To be a mentor to a bilingual child.

**Special Activity Coordinator:** Helping mentors/mentees with special projects and community service projects, including coordinating and setting up sites and materials for the projects that mentors/mentees can do together.

**Mentor/Foster/Adopt Program Coordinator:** This position would include helping us expand this program and all the materials, web presents, forms, and outreach needed.

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### *Adoption Agency*

Being involved in the final stages for a foster child being successful with their forever family is a thrill that can really warm your heart.

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Family Support Resource Coordinator:** To find resources that are readily available for families who are parenting special needs children. Research available resources for each county in Oregon and create a manual with the available resources divided into counties. Also create a list of online trainings/webinars available to families.

**Adoption Policy Researcher:** We need someone who is comfortable doing research, and research adoption policies of different states. Also, someone who understands the verbiage of contracts within government agencies. This person would be responsible for researching adoption policies of states that we can partner with for adoptions and create a manual with a breakdown of the policies, and contacts for adoption services.

**Adoption Agency Support Coordinator:** Compile the adoption and foster support topics and speakers for ongoing bi-monthly family support meetings. To understand the topics (areas of support needed) that families struggle with in parenting a child from foster care. To find the available resources needed for families, and create a yearly calendar with the intent to schedule speakers for each family meeting.

**Adoption Agency Newsletter Writer:** Someone who can create newsletters with articles that pertain to adoption and create a reoccurring e-newsletter to be sent out.

**Family Scholarship Program Coordinator:** This person would research available scholarships and grants available to families to finance adoption. Search for ways to make adoption more affordable. Break down the process for what is required and create a process manual with steps required for each scholarship/grant.

**Agency Marketing:** Market the agency in a way that engages more families to connect with our agency to start the adoption process. Research and understand the best way to create awareness to potential adoptive families and engage with community partners who support our mission to provide awareness.

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### *Family Finding Department*

Finding those special people and supportive family connections in a foster child's life can bring a smile to many involved people's faces! Wouldn't you like to be a part?

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

Family Finding is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

**Social Media Specialist Internship:** A specialist is needed who is well versed in social media for organizations, to use social media as a tool to grow out organization. This individual will search the internet for relevant content for our Facebook page and Twitter account. The intern will also research and implement other social media tools for the purpose of outreach for our organization.

**Family Finding Internship:** The Family Finding volunteer will work closely with Department of Human Services (DHS) caseworkers and the Family Finding Director. The volunteer will perform research and establish contact with positive, safe family members and meaningful people for deserving children in foster care. While each case is different, the typical case takes approximately three months to complete and approximately 5-10 hours a month in phone calls and research. This volunteer can be located anywhere nationwide. Local volunteers can expect to do file mining at a DHS location and to attend two meetings, including a family meeting.

**Genopro Project Specialist:** An individual comfortable with learning a new software program is needed to learn and perform Genograms, our Family Tree project for our Family Finding cases. We supply the software and training. A volunteer, local or nationwide is needed to learn the program and use it to complete a family tree project for a child to keep.

**Data Entry Specialist:** The data entry specialist will support the growth of our Family Finding program by keeping our database up-to-date with crucial information. Additional in-house tasks such as general clerical support and special projects will assist the objectives of our organization.

**Family Outreach Volunteers:** One way we are able to find permanent placements for children in foster care is by sending out mass emails to hundreds of families and bring to their attention a child's need for placement. The responses from families require follow up - we often find a family who turns out to become the adoptive family for a child. We need someone to help several hours a week to assist with this rewarding role.

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### *Matching Assistance Program*

If helping make a match for potential adoptive parents that may turn out to be a forever family for a foster child would make your day, this may be an area your interested in.

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Family Support Coordinator:** To work directly with Family Adoption Specialists and families in order to promote, strengthen and to develop the potential of parents and our Matching Assistance Program. The Family Support Coordinator will work with a variety of families and their Family Adoption Specialist. They will plan and participate in conferences and trainings of work with FAS and families both individually and in groups.

**Family Search Specialist:** As a Family Adoption Specialist you will be a representative for A Family For Every Child while working with families through the adoption process. You will need to be supportive, empathetic, diligent and proactive during this time. You can expect to help answer questions for these families search and communicate with other agencies for children that may be a good match as well as communicate with our Matching Assistance Director frequently.

**Partner Agency Recruiter:** Work directly with Matching Assistance Director to help promote and develop potential partners and expand the program. This person will work with a variety of agencies and organizations and contact them to expand membership and offer partnerships with outside agencies.

**Program Outreach:** Send out flyers, emails, and other materials to promote the Matching Assistance Program. Link partner sites, and share our message about the program with agencies, adoption workers, parent groups, and potential parent.

**Newsletter Volunteer:** Using our outreach tool, Constant Contact, build templates for newsletters, announcements and outreach tools. Research new training, webinars, updates on children from our data base and compile into weekly newsletters.

**Director Assistant:** An assistant supervisor helps organize and guide a company's employees and works directly with the Matching Assistance Director to help promote strengthen and to develop our Matching Assistance Program.

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### *Website and IT Positions*

Are you one of those amazing people that love the computer and really know all the new technologies to help us better meet our needs?

If this is something you are interested in assisting with to make a difference in a foster child's life, please check the volunteer positions below.

**Facebook Specialist:** Facebook is one of the most important social media tools today, and AFFEC is looking for an intern to help develop and run its Facebook users, and AFFEC needs somebody who is willing to utilize all available social media tools. We need someone who will use an external program to create Facebook "tabs" and help create our



Facebook home page appearance and manage our Facebook site.

**Blog Coordinator/Monitor:** Help build the different areas of our Blog to include all our programs. Monitor on a regular basis, work with families to engage them and add their blogs. Incorporate it into our website, social media, and outreach to create awareness of the blog to support other families.

**Text Messaging & SMS Marketing Campaign:** Develop text messaging and SMS campaign for our organization. Use for recruitment, marketing, education and fundraising. Start from step 1 and build a plan to incorporate text/SMS in all our programs.

**Child Recruiter for our Public Website:** Work with the Executive Director to make an outreach recruitment plan to engage other states caseworkers, recruiters, Wendy's Wonderful workers, Heart Galleries, photo listings and others. The objective is to build relationships with others to build our public child listing website and recruit for more children nationwide. Responsibilities would include developing a process for contacting and follow up, enter all contacts in the database, develop a check list for getting kids on the website, bio created, and best images possible.

**Web Child Listing:** We need someone to list children on our private and public websites. This intern would learn how to write child biographies, learn how to work with images for the website, and be a part of a time that is always looking for better more effective ways to list kids on our websites.

**Web Programming – Badges:** This person would collect ideas from staff about appropriate graphics and slogans, incorporate them into our badges and test them to make sure that they display adequately on a 3<sup>rd</sup> party site. Also cooperate with others to make sure that they are known and used.

**Webinar Producer:** Research adoption topics and learn our online webinar program to pre-record webinars on misc. adoption topics. We also have a need for someone to prepare presentations pertaining to webinars being produced.

**Produce Video, Audio, Webinar, & PowerPoint, How To's and Training Materials:** Develop video, audio, webinar, and PowerPoint how to's for various trainings for any number of our programs. Get familiar with all programs, talk to staff, identify list of needed training materials, and prioritize with the help of the Executive Director. Develop a plan for several training projects, identify needed equipment and timeline.

**Web Process Volunteer:** Signing on to our log-on site and acting as a family, writing script and suggestions that will help our site be more user friendly for families. Help to create web forums and other ways to assist families. Help to develop RSS feed tools, Twitter feeds, and other ways families can get immediate info on children they are interested in adopting. Create how to guides to help families use the site, and develop more efficient guides and resources for using the Matching Assistance Site.

**Website Coordinator:** Working directly with Matching Assistance Director to help promote and develop Matching Assistance site, resources and materials located directly on site. Responsibilities would include maintaining and updating materials located within the Matching Assistance site, researching additional information and resources that can help families within their adoption journey. Also work with a variety of agencies and organizations looking for additions and ideas for our log-on site.

**Manage Google Adwords Grant:** Evaluate our current use, make a plan to maximize our click rate. Develop key words and will highlight our top programs and drive people to our web site.

**Google Non Profit and Google+ Program Coordinator:** We need a coordinator that can explore and create a plan around how to use all the tools in these two Google accounts, and that we can incorporate. AFFEC was recently approved to have a Google For Non Profits account, which opens up a whole new set of tools to utilize. We are seeking an intern with a background in Google, and knows how to develop a non-profit using the tools that Google provides. We have also recently began a Google+ account, that needs development. Currently our Google+ and Google For Non Profits accounts are undeveloped so this would be a great opportunity for somebody who would like to help create our online Google presence.

**Produce Video, Audio, Digital Recruitment Tools for our Website:** Finding creative ways to enhance recruitment for kids using the web, email, newsletter and social media. Develop a plan for several web recruitment projects and process for who will be contacted, and identify the projects that are effective, can be done for the largest number of children, and with little cost.

**QR Code Campaign:** Create and develop QR codes for our programs, social media and websites. Use them to educate and create awareness about our organization. Work with our organization program directors to use QR codes to communicate their most important messages.

**RSS Feeds:** Build a RSS Feed, make changes to the existing news headlines collection and display program, Archive articles and pictures for use in building the RSS feed and build PHP mechanisms for serving the articles to RSS. Also test to make sure that the feed properly archives old articles.

**On-Line Matching Event for Child Recruitment:** Develop online matching event. Using webinars, hold an hour long matching event that will involve recruitment for 6 or more waiting foster kids. Caseworkers will present their child via video, photos and audio through webinar, from all over the country to “target audience” families waiting, from all over the country that call in. Families will be able to text questions to caseworkers. We need to Streamline the process so we can reproduce these and do them once a month.

**SEO Optimizing:** Look for sites on which we should have a presence, keep a list of those sites and their statuses and contact site manager and ask for a presence. Supply technical assistance as required and setup and use analytical tools to analyze the online presence.

**SEO Volunteer:** Someone with familiarity with Adwords, Google Analytics and HTML/CSS/Javascript to edit pages in Dreamweaver. Ability to determine poorly performing keywords (there are ways to tell!) Help up the ranking of our site in Organic standing and add META keywords, descriptions and titles to appropriate pages so they are ranked right. Create custom sitemaps with GOOD page titles.

**Video Production Volunteer:** We are looking for a Video Volunteer who has detailed knowledge of: HTML5 Video, embedding flash and other videos in HTML with JavaScript, quality format conversion with economy software, Video Editing, creation of video slideshows from collections of stills, mobile platform video fax that can be economically supported and some knowledge of PHP.

**Social Media Specialist:** A specialist is needed who is well versed in social media for organizations, to use social media as a tool to grow our organization. This individual will search the internet for relevant content for our Facebook page and Twitter account. The intern will also research and implement other social media tools for the purpose of outreach for our organization.

**Case Worker Searching Volunteer:** Search for Case Worker contact information to help us connect.

**Power Point Volunteer:** Do you have advanced PowerPoint skills & knowledge and a desire to help? We need someone who can help with doing trainings and developing trainings on what we can do with PowerPoint!

**Slide Shows of Children:** We need someone who has the skills to create Slide Shows on the children we feature on our Website. This is a wonderful way to help feature a child's strengths and personality.

**Webinar Producer:** Research adoption topics and learn our online webinar program to pre-record webinars on misc. adoption topics. We also have a need for someone to prepare presentations pertaining to webinars being produced.

**Webinar Producer:** Research adoption topics and learn our online webinar program to pre-record webinars on misc. adoption topics. We also have a need for someone to prepare presentations pertaining to webinars being produced.

**Child & Photo Listing Volunteers:** We are currently working to partner with photo listing agencies, Heart Galleries and individual social workers from other states to list more children on our web sites. This is a free service we offer to help more children and families connect. We need volunteers who can help list these children in our database and on our sites. All training is provided. This volunteer can live anywhere in any state, all work is done on the web/email. If you can pay attention to detail, this is the job for you! We are only as good as the children we can help.

**Follow Up Volunteer:** We send out emails to Case Workers requesting updated information for the children that are in our database. We need someone who can update our system with the information they send and correspond with them. We are hoping for someone who can give about 9-10 hours a week.

**Collector Item Campaign:** Create a Webpage, come up with a creative name, take pictures of items and offer for sale. Example is that we have a large set of collector Dickens Houses that can be sold individually. Perhaps the campaign could say “Purchase a collector home for \$100.00 and help a child in need find a permanent home”. We are open to your ideas. We need someone to manage this project some of which could be done from your home.

**Templates, Logos, and Letterheads:** If you like creating templates, logos and letterheads, we could use your time and talent!

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**Interested in Volunteering?**

Remember to Check out our new **VOLUNTEER NOW** page at  
[www.afamilyforeverychild.org](http://www.afamilyforeverychild.org)  
where you can easily click on our Volunteer Application.

**With the help of our hundreds of wonderful Volunteers we are making a difference  
in the lives of countless children in the Foster Care system.**

**With every hand that is extended and reaching out  
WE ARE making an impact - day by day - one child at a time.**

For questions about Volunteering, or about any of these roles,  
please contact us at:  
[info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) or call at **541-343-2856**  
Come and Join Us!

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A Family For Every Child  
Heart Gallery  
541-343-2856 Office  
541-343-2866 fax  
880 Beltline Rd.  
Springfield, OR 97404  
[www.afamilyforeverychild.org](http://www.afamilyforeverychild.org)  
[info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org)

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