

Please electronically complete this form and submit a printed and signed copy to the Cross Cultural Center.

Volunteer and Internship Program VIP Application



Name:	
Student ID:	
Cell Phone:	
Email Address:	
Home Phone:	
Major:	
Year in School:	
Class Of:	
Required Hours? (Y/N):	
If Yes, how many? And list completion date:	
How often do you check your emails?	



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Volunteer Intern Positions

Below, you will find a menu of options that provide you with a variety of opportunities to get involved with the Cross Cultural Center as a volunteer intern. The list includes the student coordinator positions and a description of the type of role you can play as a VIP. Please talk to the Volunteer Coordinator or Office Coordinator regarding the contact information for the respective position(s) that interest(s) you.

African Diaspora Student Coordinator (2 Positions Available)

- Help with researching and assessing needs for programs pertaining to the African Diaspora Community
- Assist with outreach to African Diaspora student organisations in efforts to increase collaboration with the Cross Cultural Center
- Opportunities to sit in on meetings with faculty and staff around campus on potential programs
- Help program and plan workshops and events for the community

Asian Pacific Islander Community Student Coordinator (1 Position Available)

- Help with planning and execution of programs to serve the API community
- Assist with outreach to API student organizations in efforts to increase collaboration with the Cross Cultural Center
- Help with researching and assessing needs for programs pertaining to the API community
- Opportunity for leadership development
- Shadow and follow culture day coordinator throughout the planning process of APILR/APCW

Asian Pacific Culture Week/Asian Pacific Islander Leadership Retreat Co-Coordinators (2 Positions Available)

- Assist in grant application process to help raise funds for the Asian Pacific Islander Retreat (APILR)
- Assist in outreach to API student organizations in efforts to increase collaboration with the Cross Cultural Center
- Sit in on the planning committee for APILR and the Asian Pacific Islander Cultural Week (APICW)

Black Family Week/Black Family Day Student Co-Coordinators (2 Positions Available)

- Assist in coordinating creative, fun activities that children may enjoy on Black Family Day and facilitating partnerships with organisations that may help in the operation of the Children's Fair Entertainment
- Assist in cultural, artistic, and educational programming for Black Family Week in February
- Assist in coordinating a list of student performers to perform on Black Family Day in May

Campus Climate & Community Outreach Coordinator I (1 Position Available)

- Assist in the planning of the annual R.E.A.C.H. Retreat
- Help gauge the needs of the campus community
- Help organize and plan programs and events

Campus Climate & Community Outreach Coordinator II (2 Positions Available)

- Attend meetings to learn more about the different communities on campus and the issues being faced
- Help organize and plan programs and assist in collaborating
- Brainstorm new ideas to help outreach and help create a better campus climate

Campus Climate & Community Outreach Coordinator III (Mesa Community) (2 Positions Available)

- Attend meetings, take notes and network with a variety of student groups from the Middle East, South Asian, Arab and Muslim communities
- Assist in programming and outreach regarding the campus climate for these communities



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Chicana/Chicano, Latina/Latino Community Student Coordinator (2 Position Available)

- Assist in reaching out to the community and responding to emails/phone calls
- Help visit student organizations/departments and be a voice for the Chicana/Chicano, Latina/Latino community along with the Student Coordinator
- Assist and participate in multiple facets of programming workshops and other events, including publicity

Danzantes Del Alma (DdA) Administrative Co-Manager (1 Position Available)

- Assist in administrative work for Danzantes del Alma
- Assist and participate in publicity, fundraising and programming
- Assist and participate in Annual Show and Children's workshop
- *Recommended Requirements:* must be a current DdA troupe member

Danzantes Del Alma Performance Co-Manager (2 Positions Available)

- Attend Danzantes del Alma dance practices, La Raza Cultural Days (LCRD) meetings, and community outreach
- Update Danzantes del Alma troupe calendar and performance requests
- Assist and participate in Annual Show and Children's workshop
- *Recommended Requirements:* must be the a current DdA troupe member

Graphic Designer (1 Position Available)

- Help in creating promotional graphics for the many CCC programs
- *Requirements* for this position include: Experience with Adobe Illustrator and Adobe Photoshop

Graduate Student Retention Coordinator (2 Positions Available)

- Improve research skills
- Learn how to coordinate events
- Support graduate students
- Work on projects for graduate students

International Community Coordinator (2 Positions Available)

- Help gauge the needs of the international student community
- Help organize and plan programs and events

International Community Retreat Coordinator (1 Position Available)

- Assist with reaching out to international students and assessing their needs for programs pertaining to the international students community
- Help with outreach to student organizations in efforts to increase collaboration with potential programs that are beneficial for international students and the Cross Cultural Center
-

La Raza Cultural Days (LRCD) Student Co-Coordinators (4 Positions Available)

- Attend LRCD committee meetings, take minutes, and draft emails
- Help LRCD coordinators plan agendas and give feedback on previous meetings to improve future meetings
- Help subcommittees exercise events such as publicizing and fundraising
- Help facilitate cultural day events of Semana de la Raza and La Gran Tardeada

Middle Eastern & South Asian Community Week Coordinator (2 Positions Available)

- Participate in planning committee for MESA Week
- Brainstorm and develop curriculum for the week on a greater leadership role within the committee
- Advocate for the overall MESA Campus Community



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Mixed Community/Mixed Heritage Week Student Coordinator (2 Positions Available)

- Participate on a planning committee for Mixed Heritage Week
- Serve as a liaison between the student coordinator and Mixed Student Union
- Help brainstorm creative ideas to outreach to and educate about the Mixed community

Native American Community/ Native American Cultural Days Student Coordinator (2 Positions Available)

- Attend and assist in Native American Community (or NACD) planning committee meetings
- Assist and participate in multiple facets of programming, including publicity and fundraising
- Help and support the Native community on campus

Newsletter (1 Position Available)

- Help create the weekly e-newsletter for the CCC
- Promote upcoming events, ask students about culturally-related issues, write articles and artwork for submission
- Work with Office Coordinator to create the newsletter for the upcoming week

P.E.A.C.E. Student Coordinator (2 Positions Available)

- Help with administrative tasks relating to the P.E.A.C.E. program
- *Recommended Requirements:* must be a current P.E.A.C.E. trainer

Photographer (1 Position Available)

- Help document CCC events and programs via a camera
- *Requirements* for this position include: Photography experience, flexible schedule

Powwow Coordinator (2 Positions Available)

- Provide opportunities for the campus and local Native communities
- Build connections and address social, cultural, historical, and political issues facing the Native American community
- Educating the campus and larger community about the diverse cultural elements that comprise and contribute to society through a series of speakers, workshops, and leadership development

Volunteer Coordinator (2 Positions Available)

- Help given orientations to new volunteers
- Help plan the Volunteer Appreciation Day
- Assist in recruitment and retention of volunteers
- Brainstorm innovative ideas for opportunities for volunteers to have a hands-on experience in the community
- Help in other administrative tasks including compiling information, updating spreadsheets, and drafting emails.

Videographer (1 Position Available)

- Help document CCC events and programs via video
- *Requirements* for this position include: Videography experience, flexible schedule

Web Designer (1 Position Available)

- Help brainstorm new ideas to better outreach to students about the programs offered at the CCC via the website
- Assist coordinator in new ideas and projects for the website
- *Requirements* for this position include – basic experience in Sublime Text 2.0, HTML and CSS



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To be eligible to volunteer you **must** be a current student, staff, or faculty and attend an initial training meeting. Which coordinator(s) are you interested in being an intern for at the CCC? Note your top three below:

1. _____
2. _____
3. _____



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Volunteer Intern Requirements

Volunteer Interns (VIPs): Looking to get involved on campus? Want to get better connected within your community? Interning at the Cross Cultural Center is the ultimate way to do this! Volunteer Interns are students who are looking to serve as part of a core planning team with a student coordinator for upcoming CCC events and programs. VIPs have some basic knowledge of the CCC, social justice issues and are looking for an in-depth project experience. Once selected, VIPs make a two-quarter commitment to the CCC and receive transcript notation. With approval, VIPs can work with up to two student coordinators over both quarters.

Requirements

- Complete VIP Application
- Attend and complete VIP training and orientation (Winter, 2017)
- Complete and submit the Internship and Career Center (ICC) Transcript Notation proposals to meet the deadlines set by the Volunteer Coordinator, which includes a 2-3 page double-spaced paper of the internship experience due at the end of the quarter*
- **Two-quarter commitment**
- **Attend the VIP meeting every other week on Friday**
- Attend one CCC Orientation
- Maintain a 2.0 GPA
- All programming VIPs must participate in at least two CCC programs
- Work with a CCC staff member for **40 hours** per quarter by meeting program assignments/attending meetings/ other activities

TOTAL HOURS

40 (an average of 4 hrs/week)

****In order to receive official transcript notation from the university, a minimum of 40-hrs/quarter commitment is required.***

VIP Perks!

- Work experience in a Cross Cultural Center
- Letters of Recommendation for future career plans/graduate school
- Develop your leadership skills and gain career experience
- Opportunities to receive a fee waiver worth up to \$60 to attend a UC Davis conference or retreat
- Reserve the CCC conference room during open hours in advance and for more than one hour
- Transcript Notation
- Opportunity to attend weekly staff meeting (optional)
- Learn more about social justice
- Work in a friendly student-centered environment
- Learn about valuable resources on campus
- Opportunities to make a difference at UC Davis
- Get connected to different communities on campus
- Build community



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Short Answer Questions

1. Why do you want to be a VIP at the CCC?

Please complete these answers **carefully** and **thoughtfully**. This will help us in our decision to accept your intern application, as well as provide the best fit when pairing you with a coordinator.

2. Describe your skills, strengths and/or interests.

3. What do you hope to gain from this internship?



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4. Please list any experience you have. Include experiences like: working in a multicultural environment, event planning, programming, facilitating meetings, computer programs, and other related experience.

5. How did you hear about our VIP program?

Check All That Applies

CCC Website
Listserve

CCC Event/Program
Friends

Other:

Tabling

6. When are you available to volunteer? Please list times for each day.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY



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We would appreciate if you would be committed to the hours you sign up for, and give advance notice if you are not going to be able to come during the time(s) stated above.

Signature

Date

The Deadline to submit the VIP application is on Thursday, November 10th, 2016

Please turn this application into the front desk of the CCC or drop into the Volunteer Coordinator's mailbox in the staff room.

Thank you!

