

Volunteer Orientation Packet



By: SEGCC- Southeast Georgetown Community Council

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From the Executive
Director
Norma B. Perales



805 W. University Ave., Ste. 105 Georgetown, Texas 78626

SEGCC- SOUTHEAST GEORGETOWN COMMUNITY COUNCIL

TO CONNECT, INFORM, EDUCATE, AND BRING TOGETHER.

Dear New Volunteer,

I am thrilled you have chosen to volunteer with the SEGCC – Southeast Georgetown Community Council. Volunteers are a vital part of achieving our goals of making Georgetown a more united community and have played a key role in a number of activities in the past including acting as bus ambassadors in our program to encourage ridership of our nascent fixed route bus system; mobilizing the community to establish an adult education/college readiness program in a local community center; advocated for better affordable housing options for Georgetown low-income residents; offered assistance with immigration forms to those wishing to adjust their status; and helping organize regular meetings and informational workshops for the community.

Our options for volunteering vary from general office help to meeting set up and tear down. We need volunteers to translate documents; to man booths at community events; childcare providers during our meetings; door knockers to deliver flyers and invite persons to our meetings and meal prep for events.

The following information package includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions, please feel free to contact myself or the Volunteer Program Coordinator – Alex Dominguez at 512 688-5174.

Sincerely,

Norma B. Perales

Norma B. Perales, Executive Director
SEGCC-Southeast Georgetown Community Council

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(Quotes taken from the Southeast Georgetown Needs Assessment)

Regarding the need for leaders and policy makers:

“I think there should be a leader, somebody who understands the Hispanic needs. If there is no leader, I don’t think that people who don’t understand can represent us.”

Transportation:

“You have all these places but if your kid doesn’t live in that neighborhood, you can’t take advantage of that.”



Housing:

“They are raising the rent every month”

(Regarding Govt. subsidized)

“...sometimes I’m just wondering I should just move. But there’s a waiting, there’s like almost two year waiting list and then section eight, you can never get on.”

SEGCC’S START

The city of Georgetown is undergoing unprecedented demographic growth and changes. This increase has also challenged the public and social service sector whose capacity for care has not always kept pace with the growth.

In this situation, the Georgetown Health Foundation (GHF) commissioned a **needs assessment** of the southeast Georgetown community that “explores the opportunities, challenges, wants, and needs facing low-income residents in Southeast Georgetown.” The Institute for Urban Policy Research and Analysis (IUPRA) conducted a needs assessment of the southeast Georgetown community that concentrated on the voices of the community. All of this primary data collection was then supported by secondary data analysis of census and other socio-demographic data at the city, census tract, and census block levels.

Findings from the focus groups and surveys suggested critical needs in the areas of public transportation, affordable and quality housing, access to health foods and nutrition programs, language access in schools, bullying and mental health, reframing of power differentials in services, and access to parks and affordable after school activities. In addition, gaps include disconnection between decision makers in Georgetown and residents of the Southeast community in Georgetown.

In the last section of the report, the project team offers recommendations, both short-term and long-term. Within our study, we found that the low-income communities and communities of color especially appreciated the safety and community of the small town. With the positive good will generated through this project, we hope that GHF and other city leaders will be able to continue to hold in mind the health of their most vulnerable citizens when making policy decisions.

(taken from the Georgetown Health Foundation website)

The SEGCC was established from those recommendations. This organization, working in partnership with local agencies, organizations, and city entities, are working to assure that the assessment findings of needs and concerns are heard and addressed. The SEGCC will promote and encourage that the community find and use its collective voice to better their lives and the lives of their families.

(Quotes taken from the Southeast Georgetown Needs Assessment)

College Readiness Programs:

“...you’re spending all this money paying for the applications when you don’t even know the requirements for them so I feel like if they were more thorough, more specific with that stuff, it would help.”

“Lack of information about scholarships for when they want to go to another school. It would be good to have that. And in Spanish”



Daycare & afterschool programs

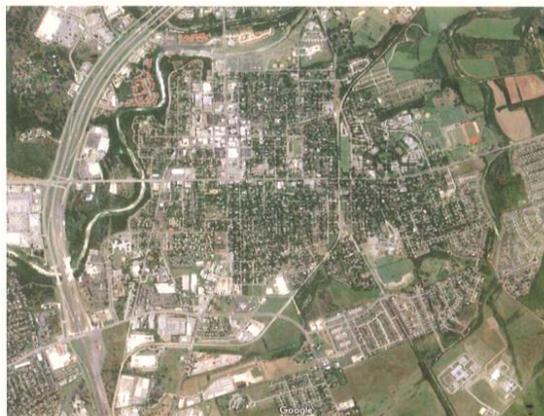
“I had a job and had to stop working because of my kid, because I got there late sometimes, and they asked me for more money.”

“A daycare is too expensive. That’s why most moms prefer paying a neighbor to take care of the child for two or three hours, because daycares are too expensive”

NEEDS ASSESSMENT

In this Assessment you will find the 10 main concerns SEGCC was established from:

1. Better public transportation option
2. Affordability and availability of quality housing
3. Access to college readiness programs
4. Accessibility of daycare, afterschool programs, and play for children
5. Equitable access to healthy foods and nutrition education
6. Greater economic security
7. Treatment at Georgetown health care facilities, and affordability and access to dental care
8. Availability and accessibility of quality mental health services
9. Acknowledge and reframe power differentials in systems
10. Leaders to connect with Southeast Georgetown community



Southeast Georgetown Needs Assessment:
Documenting Resident Stories and Community Conditions

November 2015



To view online or
download, go to
www.gthf.org

English & Spanish
physical copies available
in office.

(Quotes taken from the Southeast
Georgetown Needs Assessment)

**Access to health foods and
nutrition education:**

“...one of the things we’ve
seen a lot in the last few
months is a lot of moms are
coming and they want
nutrition assistance.”

“Speaking about nutrition,
alimentation, I wish there
were classes to learn about
that, by nutritionists to teach
parents.”



**Regarding increased wages
and local job opportunities**

“...But taxes are being raised-
toll roads, car registration,
house taxes. The taxes rise,
but the pay doesn’t.”

**Treatment at Georgetown
health care facilities**

“Because of the surgery, the
emergency room, all the
medicine we had to pay for...
We had a house and we lost it.
It got to the point where we
were basically living out of our
car.”

MISSION STATEMENT

To connect, inform, educate, and bring together all members of the community so that all individuals know “their place” is as a fully engaged, capable, independent, caring, collaborative member of the Georgetown Community.

VISION STATEMENT

A community where no member feels excluded, shamed, or silenced and where all members – of all races, ethnicities, citizenship, educational background, and socioeconomic status – feel valued, respected, empowered, acknowledged, and included in the decisions that affect the community and neighborhoods.

WE DO NOT

- Argue about the past
- Ask religious affiliation
- Assume; profile; or stereotype
- Hold back when we need to speak up
- Miss an opportunity for inclusion
- Downplay our history in our community
- Do anything that doesn’t positively affect the future
- Speak for anyone else without their express permission or specific request



VOLUNTEER INTAKE FORM

Please bring your ID or Driver's License

CONTACT INFO

Please provide your information below.

Name: _____ Date: _____ / _____ / _____

Street Address: _____

City, ST, Zip: _____

Home Phone: (_____) _____ - _____

Work phone: (_____) _____ - _____

E-mail: _____

AVAILABILITY

When are you available to volunteer?

Mon	From	_____	am	pm	To	_____	am	pm
Tue	From	_____	am	pm	To	_____	am	pm
Wed	From	_____	am	pm	To	_____	am	pm
Thu	From	_____	am	pm	To	_____	am	pm
Fri	From	_____	am	pm	To	_____	am	pm
Sat	From	_____	am	pm	To	_____	am	pm

INTERESTS

_____ Bus Ambassadors

_____ Meeting Interpreter

_____ Clerical/Office

_____ Meeting Set up/Tear down

_____ Delivering Flyers/Announcements

_____ Translator

_____ Fundraising

_____ Volunteer Leadership

_____ Informational Workshop Instructor

_____ Youth Volunteering

SPECIAL SKILLS OR QUALIFICATIONS

Skills and qualifications can be acquired through employment, previous volunteer work, or other activities such as hobbies or sports. What skills or qualifications do you have as a volunteer?

(Quotes taken from the Southeast Georgetown Needs Assessment)

When asked ‘What would you want the decision makers in your community to know?’, participants answered:

“...some of their [residents] are not getting information regarding the political actions happening in and around Georgetown and how it affects them”

“Regardless of their income bracket, they are still people and should be treated as such”



“I want to [focus] on helping the community as a whole, versus who has the biggest checkbook.”

“Need affordable housing and public transportation.”

“How it feels to not be able to go anywhere especially meetings, special events...without transportation. Very frustrating!”

RELEASE FORM

I _____, hereby consent to the use, reproduction, editing, and/or broadcast by **SEGCC- Southeast Georgetown Community Council** of any and all photographs, video recordings and audio recordings of me taken by or on behalf of **SEGCC- Southeast Georgetown Community Council**, from this day, without compensation to me. All negatives and positives, prints, video recorded images, and audio recordings shall constitute the property of **SEGCC- Southeast Georgetown Community Council** solely and completely.

SIGNATURE

NAME (PLEASE PRINT CLEARLY)

DATE

(Quotes taken from the Southeast
Georgetown Needs Assessment)

When asked ‘What would you
want the decision makers in
your community to know?’,
participants answered:

“People with lower income
should get more help with
health care financial needs
(paying for medicine,
appointments)”

“Needs are not met for women
and single mothers as well as
many minorities”



“...Public school systems do not
ensure that students know how
to handle the necessities of life:
balancing a budget, how to
save, why to save, importance
of volunteering, resume
building workshops, mock
interviews... “

“That there isn’t any homeless
shelter or anything of the sort
for crisis situations like fires or
floods”

BACKGROUND CHECK AUTHORIZATION

(Please read and sign this form in the space provided below. Your written authorization is
necessary for completion of the application process.)

I, _____, hereby authorize
SEGCC- Southeast Georgetown Community Council to investigate my
background and qualifications for purposes of evaluating whether I am
qualified for the position for which I am applying. I understand that
SEGCC- Southeast Georgetown Community Council will utilize an outside
firm or firms to assist it in checking such information, and I specifically
authorize such an investigation by information services and outside entities
of the company's choice. I also understand that I may withhold my
permission and that in such a case, no investigation will be done, and my
application for employment will not be processed further.

SIGNATURE

NAME – PRINTED

DATE