

2024 USC Alumni Day of SCervice

Host Informational Session



100

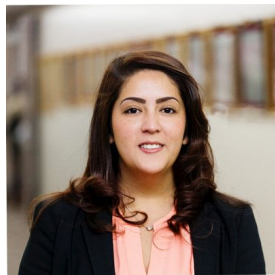


Meet the Team



Pasha S. Hawthorne

Director, Regional and Engagement Programs



Norma Reyes

Assistant Director, Regional and Engagement Programs



Lei Wat

Manager, Regional and Engagement Programs

Agenda

- USC Alumni Day of SService Overview
- Project Host Responsibilities
- USC Alumni Day of SService Process
- Timeline
- Best Practices
- Q & A



USC Alumni Day of SCervice Overview



USC Alumni Day of SCervice

Saturday, March 23, 2024



The USC Alumni Day of SCervice is an annual event organized by the USC Alumni Association that brings together alumni, students and friends of the university to engage in meaningful community service activities.



Project Host Responsibilities



Before the Event

- Attend a one-hour mandatory Day of SService Host Informational Session **November 14 or December 7, 2023**
- Submit all project details to the USC Alumni Association (USCAA) regional team by **January 31, 2024**, using the **2024 Alumni Day of SService Project Submission Form**
- Notify the USCAA if you need a co-host for support and back-up (recommended)
- Serve as the contact person for the USCAA, the organization and the participants
- Email registrants with all event details prior to the Day of SService
- Promote events on regional Facebook group pages and within the FightOnline Community for your region (marketing assets will be provided as needed)
- Join the **FightOnline Alumni Volunteer Leaders Community** to interact with other alumni volunteers and to share best practices and tips

During the Event

- Be present at the event.
- Arrive early—if needed, set up the site with decor and signage
- Greet, sign in guests and distribute the Alumni Day of SService commemorative gifts to participants
- Capture photos/videos and share on social media, tagging @usclaumni and using #uscalumni100 #fighton #usctrojans #scervice or other popular USC hashtags

Photo tips:

- Capture faces in good lighting
- Get lively/action group shots
- Show off multi-generational families

After the Event (within 2 days)

- Share sign-in sheet with USCAA
- Share photos, videos or other content with USCAA
- Share feedback and comments
- Attend host debrief meeting on **April 3, 2024**



USC Alumni Day of SCervice Process



Project Selection

- Find a local project and consider the following:
 - Must take place on **March 23, 2024**
 - Project type: in-person or virtual
 - Group size
 - Various time shifts
 - Age restrictions
 - Labor intensity
 - Rain or shine
- Projects to avoid: paid opportunities; monetary donations only
- Past project ideas and potential partners are listed on the **USC Alumni Day of Service website**

Project Categories

- ***Animal Care:*** Pasadena Humane Society
- ***Art & Crafts:*** “Fight On” Beads
- ***Beautification and Gardening:*** Community Clean-Up*
- ***Construction:*** Battleship IOWA Museum Los Angeles
- ***Healthcare and Hospital:*** Cards for Hospitalized Kids*

*Projects aligned with **USC’s Moonshots**

Project Categories

- ***Hunger and Homelessness:*** Regional Food Bank, Feed My Starving Children
- ***Mentorship and Education:*** Young Business Alliance*
- ***Outreach to Older Adults:*** Bingo at Sakura Gardens
- ***Youth Outreach:*** Fannie C. Harris Youth Center*
- ***Other:*** Clothing Drives

*Projects aligned with **USC's Moonshots**

Project Submission



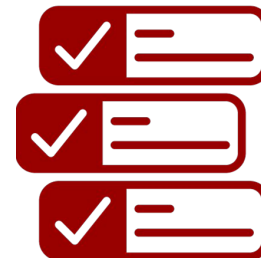
To be considered, all projects must be submitted through the **2024 USC Alumni Day of SService Project Submission Form** at **alumni.usc.edu/scervice** by **January 31, 2024**.



Host Registration
for Communications
and Shipping



Project Details
for Approval and
Web Content



USCAA Volunteer
Agreement

Project Submission



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1 Host Information

2 Project Information

3 Volunteer Agreement

Day of SService Host Contact Info

Host Alumni Organization, USC Unit/Dept., or Individual(s) *

Co-host Alumni Organization, USC Unit/Dept., or Individual(s)

Primary Point of Contact Name *

First Last

Alumni ID (if known)

USC School Affiliation *

Class Year (Earliest/Preferred Degree)

Email *

Cell *

What you want to display on the web page

Form submitter / main point of contact

Host contact information viewable on Day of SService website: *

- ☐ Email
☐ Cell
☐ Both

Host T-shirt Size *

- ☐ Small
☐ Medium
☐ Large
☐ X- Large

Host Mailing address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Project Details

Both email and cell will be shared in the event details email to registrants

Each host will receive a Day of SService HOST t-shirt

Please notify USCAA if special shipping instructions needed

Project Submission

1 Host Information

2 Project Information

3 Volunteer Agreement

COMMUNITY SERVICE PROJECT INFORMATION

Please complete this section in its entirety. This section will be used to create your registration page.

Name of Your Project *

Benefiting Organization Name

Organization Website

Select a Project Type *

Project Category *

Project Description for Registration Page *

Maximum of 100 words. Currently Used: 0 words.

Project Region *

Please provide a concise and clear project title. State the "Do What?": e.g., "Plant Trees in the Park." This title will be displayed on the web page as your project title.

Please describe precisely what participants will be doing, 100 words max. This description will be displayed on the web page.

Project Submission



Project Site Name *

Project Site Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Site Contact Name *

First

Last

Site Contact Email *

Site Contact Phone *

This section is to collect information about the physical location where your project will take place

Please provide a point of contact from the benefiting organization, in case USCAA needs to reach out.

Project Submission



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Volunteer Capacity (total volunteer capacity) *

Start Time *

 : : AM ▾

HH MM SS AM/PM

End Time *

 : : AM ▾

HH MM SS AM/PM

Timezone *

Does your project have multiple shifts? *

☒ Yes

☐ No

Volunteer Capacity Per Shift

If yes, please provide more details

Host and all organizers are required to register for their Day of SService project so we can have an accurate participation count. Please be sure these individuals are counted in your volunteer-capacity number.

Please note the project must take place on Saturday, March 23, 2024.

If your project has multiple shifts, please provide details.
For example:
Shift 1 - Set Up - 8:00 am - 9:00 am
Shift 2 - Bag Stuffing - 9:00 am - 11:00 am
Shift 3 - Clean Up - 11:00 am - 12:00 pm

Project Submission

Other Project Requirements/Details Related to (Please check all the may apply): *

- ☐ Age
- ☐ Attire
- ☐ Food & Beverage
- ☐ Parking
- ☐ Physical Ability/Activity
- ☐ Supplies
- ☐ Waiver
- ☐ Weather
- ☐ Other
- ☐ None

Please provide more detailed instructions on the requirement(s) you chose above *

Please provide additional instructions on the item(s) that may apply to better inform and prepare volunteers:

Examples:

- 18 years or older
- Please wear comfortable shoes
- Bring your own water
- On-site parking available/Parking fees
- You may need to lift up to 10 lbs.
- Please bring gloves and trash bags
- Volunteer waivers required on-site
- If it rains, project will be cancelled
- No photos/videos in restricted areas

Project Submission

1 Host Information

2 Project Information

3 Volunteer Agreement

USC ALUMNI ASSOCIATION VOLUNTEER AGREEMENT

To help us ensure a safe and enjoyable experience, all event hosts and attendees are expected to adhere to the following standards.

- Please do not solicit a business for or during a USC-sanctioned event
- Be considerate and respectful of fellow guests, volunteers, staff members, and all other personnel
- Be mindful and treat those around you with common courtesy
- Refrain from demeaning, discriminatory, intimidating, or harassing behavior and speech, including the use of foul language
- Refrain from excessive consumption of alcoholic beverages and possession of illegal substances is strictly prohibited
- Participant contact information may be provided to host a few days prior to the Alumni Day of SService. This information is private and confidential and should only be used for the purpose of executing the 2024 USC Alumni Day of SService.
- Abide by all rules and regulations of the event venue and USC Alumni Association

I have read the above code of conduct and agree to adhere to rules and regulations set forth. *

☐ Yes

I understand and agree that, as a host, I must attend the Alumni Day of SService Project. *

☐ Yes

I understand and agree that, as a host, I am required to take attendance at my Alumni Day of SService project and return the list of attendees to the USC Alumni Association. *

☐ Yes

As a project host, would you be willing to be a social media ambassador for Alumni Day of SService? (As an ambassador, your testimony, project and/or your image will be used to promote Alumni Day of SService) *

☐ Yes

☐ No

[Submit](#) [Previous](#)

You will also receive a confirmation email from USCAA with your submission details.

Thank you for submitting your application for the 2024 USC Alumni Day of SService that will be held on Saturday, March 23, 2024. Please be advised that all applications must be approved by the USC Alumni Association prior to your organization proceeding with planning.

Your event will be added to the Alumni Day of SService website for participants to register. If you have any questions regarding this program, please email alumni.scservice@usc.edu.

Project Submission Updates



2024 USC Alumni Day of SService Project Submission

Subject: 2024 USC Alumni Day of SService Project Submission

Thank you for submitting your application for the 2024 USC Alumni Day of SService that will be held on Saturday, March 23, 2024. Please be advised that all applications must be approved by the USC Alumni Association prior to your organization proceeding with planning.

Your event will be added to the Alumni Day of SService website for participants to register. If you have any questions regarding this program, please email alumni.sservice@usc.edu.

2024 USC Alumni Day of SService Project Submission

Host Alumni Organization, USC Unit/Dept., or Individual(s) * USC Price School of Public Policy Alumni Association

Co-host Alumni Organization, USC Unit/Dept., or Individual(s) Pasha Hawthorne ML'19

Primary Point of Contact Name * Pasha Hawthorne

Forward the original email confirmation - subject "2024 USC Alumni Day of SService Project Submission" to alumni.sservice@usc.edu and highlight your edits and changes needed.

Please allow at least 2 business days to get updates on the website.

Project Submission Example



2024 USC Alumni Day of SService Project Submission

Host Alumni Organization, USC Unit/Dept., or Individual(s) *	USC Price School of Public Policy Alumni Association
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Co-host Alumni Organization, USC Unit/Dept., or Individual(s)	Pasha Hawthorne ML'19
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Primary Point of Contact Name *	Pasha Hawthorne
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Alumni ID (if known)	1235612
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USC School Affiliation *	USC Sol Price School of Public Policy
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Email *	pasha.hawthorne@usc.edu
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Cell *	213-740-5584
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Host contact information viewable on Day of SService website: *	Both
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Host T-shirt Size *	X- Large
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Host Mailing address *	 3607 Trousdale Pkwy, TCC 305 Los Angeles, CA 90089 United States
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Project Submission Example



Name of Your Project *

Cards for Hospitalized Kids

Benefiting Organization Name *

Childrens Hospital of Los Angeles

Organization Website

<https://www.chla.org/>

Select a Project Type *

In-person indoor

Project Category *

HEALTHCARE | HOSPITAL

Project Description for Registration Page *

USC Price Alumni Association is hosting a card-making initiative for hospitalized children. Simply join us at Children's Hospital to make cards for hospitalized kids. This is a great opportunity to use your creativity to bring some joy and comfort to children who are going through a difficult time. Whether you are an experienced artist or simply enjoy coloring and crafting, your cards will be greatly appreciated by the young patients who receive them. It's a small gesture that can make a big difference in the lives of children and their families.

Project Region *

California (Southern): Greater Los Angeles

Project Site Name *

Children's Hospital of Los Angeles

Project Site Address *



4650 Sunset Blvd. Suite 100
Los Angeles, Ca 90045
United States

Project Submission Example



Site Contact Name *	Jane Smith
Site Contact Email *	janesmith@chla.org
Site Contact Phone *	231-000-0000
Volunteer Capacity (your participant capacity must be based off of venue) *	20
Start Time *	8:00:00 AM
End Time *	12:00:00 PM
Timezone *	(-8:00) Pacific
Does your project have multiple shifts? *	Yes
If yes, please provide more details	Shift 1 - Set up - 8:00 to 8:30 am ; shift 2 Making Cards - 8:30am - 11:30am; shift 3 - Clean up - 11:30am - 12:00pm
Other Project Requirements/Details Related to (Please check all the may apply): *	<ul style="list-style-type: none">• Age• Attire• Parking• Supplies
Please provide more detailed instructions on the requirement(s) you chose above *	Must be 16 years or older; USC spirit wear or casual attire, Parking is \$5 at lot B located off of Sunset Blvd, bring art supplies to share with the group

Project Submission Example



Please provide more detailed instructions on the requirement(s) you chose above *

Must be 16 years or older; USC spirit wear or casual attire, Parking is \$5 at lot B located off of Sunset Blvd, bring art supplies to share with the group

I have read the above code of conduct and agree to adhere to rules and regulations set forth. *

- Yes

I understand and agree that, as a host, I must attend the Alumni Day of SService Project. *

- Yes

I understand and agree that, as a host, I am required to take attendance at my Alumni Day of SService project and return the list of attendees to the USC Alumni Association. *

- Yes

As a project host, would you be willing to be a social media ambassador for Alumni Day of SService? (As an ambassador, your testimony, project and/or your image will be used to promote Alumni Day of SService) *

Yes

After Project Submission

Host will receive project approval via email from USCAA

- Rolling application through **January 31**

Volunteer registration timeline:

- Registration opens: **February 14**
- Registration closes: **March 13**

E-registration list will be provided by **March 18**

After Project Submission Event Details Email

Hosts are required to send an “Event Details” email to all registrants by **6:00 p.m. on Wednesday, March 20**

USCAA will provide an email template once your project is approved:

- Event details, including time, address, meeting spot, host contact (email & cell) and other essentials
- Waivers if needed (please notify USCAA if the organization requires waivers signed more than 3 days prior to the project date)
- Remind registrants to cancel if needed
- Optional post-project gathering information, if applicable

Event Day

- Be at the event
- Arrive early—if needed, set up the site with decor and signage
- Greet, sign in guests and distribute the Alumni Day of SService commemorative gift to participants
- Capture photos/videos
- Have fun!

*Water and snacks are not required from hosts.

*USCAA will not provide any supplies or F&B.



Timeline



Timeline



Wednesday, January 31

Deadline to submit a project

Wednesday, February 14

Volunteer registration opens

Wednesday, March 13

Volunteer registration closes

Friday, March 15

Dispatch host boxes

Wednesday, March 20

Deadline for hosts send “Event Details” emails

Saturday, March 23

USC Alumni Day of SService

Wednesday, March 27

Deadline to submit attendance & photos

Wednesday, April 3

Host debrief meeting

Best Practices



Q&A



Contact Information

Lei Wat

alumni.scervice@usc.edu

lwat@usc.edu

(213) 740-0218



Thank you!
Fight On!

