



## **USC LAMBDA**

**SUPPORT & VOLUNTEER OPPORTUNITIES**

**Thank you for considering a support role with the USC Lambda LGBT Alumni Association! We hope you find this information helpful in making an informed decision on how you may best lend your support.**

## **OUR MISSION**

Lambda's mission is to:

- **keep members connected** to the university and to each other;
- **foster an enriching and supportive community** that promotes education and heightens the visibility of LGBTQ and ally USC alums and students; and
- **award scholarships** to deserving USC students who support and promote LGBTQ issues

**Help us further our mission!**

## **GET INVOLVED**

There are many ways for you to help USC Lambda make a positive impact on the USC and LGBTQ communities. Whatever your time commitment or your interest, **USC Lambda has a place for you!**

Getting involved with Lambda is as easy as **1 - 2 - 3!**

- 1** Find a Role
- 2** Check the time requirement
- 3** Sign up!



**1**

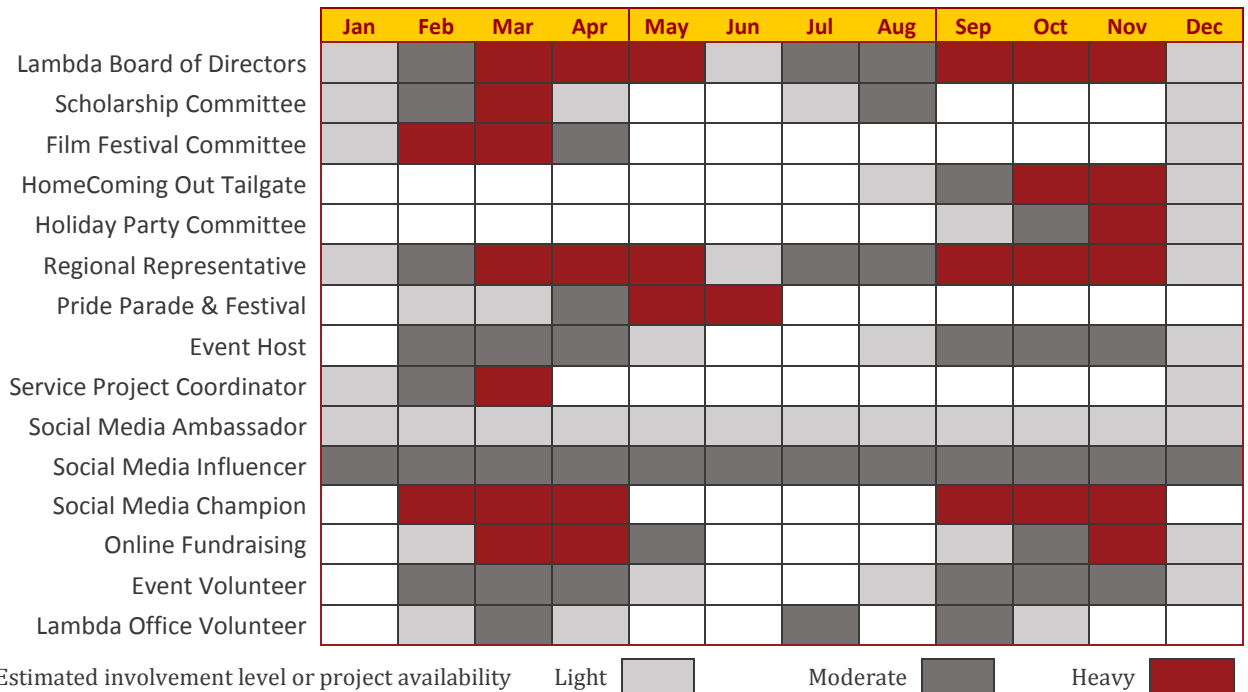
Find a role from the list below that is of interest to you. Follow the page number to read more about the position.

**LAMBDA ROLES** (click on role to jump to page)

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**2**

Confirm that the time requirements of the role, or the availability of the project, align with your own schedule. Refer to the chart below to compare time requirements and project availability.



**3**

Sign up by emailing the USC Lambda Director at [mvasquez@usc.edu](mailto:mvasquez@usc.edu). See the inside back cover for more information.

# USC Lambda Support & Volunteer Opportunities

## LAMBDA BOARD OF DIRECTORS

The members of the USC Lambda Board of Directors play an integral role in executing Lambda’s mission. Each member is a degreed alum from USC and serves as an official ambassador for USC Lambda and the university in order to help shape, promote, and advocate for Lambda programming and initiatives.



### Tasks Include

- Attend quarterly Board meetings, including a summer weekend Retreat
- Participate in one or more Board committee and work to advance the committees’ respective goals
- Attend and promote key Lambda and USC Alumni Association events as well as those pertaining to the member’s committees

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

## SCHOLARSHIP COMMITTEE

The Scholarship Committee works with the Lambda Director to fulfill Lambda’s mission of providing scholarships to deserving LGBTQ and ally students at USC.



### Tasks Include

- Review and update the scholarship application to ensure the most meaningful information is being asked of each scholarship applicant
- Schedule and conduct in-person student applicant interviews and using an objective scoring system to evaluate each applicant
- Nominate awardees
- Help create and coordinate programming for Lambda Scholars throughout the academic year

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## USC Lambda Support & Volunteer Opportunities

### FILM FESTIVAL COMMITTEE

The Film Festival Committee is responsible for working with the USC Lambda Board, its membership, and campus and community partners to develop, plan and operate the annual USC Lambda Don Thompson LGBT Film Festival that showcases the works of USC LGBTQ and ally students and alum filmmakers.



#### Tasks Include

- Develop an event theme that reflects Trojan Pride and appeals to the LGBTQ community
  - Review and vet film submissions and applications
  - Work with the Board to develop sponsorship levels and creative revenue stream opportunities, seek event sponsors and partners
  - Engage with USC Lambda’s liaisons to promote and market to their constituencies
  - Promote the Film Festival through personal and professional networks
- Coordinate with the Lambda Director on operation and execution of ticket sales and registration
  - Attend the Film Festival

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### HOMECOMING OUT TAILGATE COMMITTEE

The HomeComing Out Committee is responsible for working with the USC Lambda Board, the Alumni Association, its membership, and campus & community partners to develop, plan, and operate the annual HomeComing Out Tailgate.



#### Tasks Include

- Identify sponsorship opportunities, develop sponsorship levels, and other creative revenue stream opportunities
  - Develop an event theme that reflects Trojan Pride and appeals to the LGBTQ community
  - Promote and market the event to personal and professional networks
  - Coordinate with the Lambda Director on operation and execution of ticket sales and registration, entertainment, activities, raffles, games, and prizes
- Attend HomeComing Out

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## USC Lambda Support & Volunteer Opportunities

### HOLIDAY PARTY COMMITTEE

USC Lambda’s year-end Holiday Party is a very social event that draws many Lambda friends and supporters. Members of this Committee will work with the Lambda Board to execute a party that is memorable and engaging.



#### Tasks for this Committee include

- Locate and secure an event venue
- Develop an event theme that reflects Trojan Pride and appeals to the LGBTQ community
- Seek out event sponsors and partners
- Coordinate with the Lambda Director on operation and execution of ticket sales and registration, entertainment, activities, raffles, games, and prizes
- Promote the party through personal and professional networks

- Attending the Holiday Party

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### LAMBDA REGIONAL REPRESENTATIVE

The Board may elect representatives outside of Los Angeles from regions that Lambda wishes to engage with more. These representatives work with the Board to organize the involvement of alums from the area they represent. The current target areas are: Atlanta, Chicago, Miami, Palm Springs, New York, San Diego, San Francisco (Bay Area), Seattle, and Washington D.C.



#### Tasks Include

- Participate in Board meetings via teleconference
- Scout locations for event sites as needed
- Stay informed of topics of interest to the region
- Promote USC Lambda programming and initiatives to local alums
- Assist in organizing an Alumni Day of SService project in your community

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## USC Lambda Support & Volunteer Opportunities

### PRIDE PARADE & FESTIVAL COMMITTEE

The aim of the Pride Parade & Festival Committee is to attract and engage with the USC LGBTQ community to highlight USC’s diversity and heighten its visibility at the Christopher Street West (LA Pride) Parade. The Committee will also work to engage supporters at a USC Lambda/Trojan Pride booth within the Festival.



#### Tasks Include

- Help develop marketing and promotion that will attract more interest, engagement, and participation
- Engage with USC LGBTQ organizations to encourage buy-in and participation
- Promote event participation to your personal and professional networks
- Coordinate staffing needs for Festival booth and assisting with parade-day check-in

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### EVENT HOST

There are opportunities for alumni to host event at their residence, at a restaurant, or at other venues on behalf of USC and USC Lambda. These may include such event as *Alumni SCuppers* (to host a group of current USC students for dinner), salon-style receptions for potential Lambda donors or prospects, or other smaller events where an intimate setting is preferred.



#### Task Include

- Provide a venue and refreshments (food & beverage)
- Work with the USC Lambda Director on event logistics
- Welcome and engage with events guests

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## USC Lambda Support & Volunteer Opportunities

### SERVICE PROJECT COORDINATOR

Every year, USC Lambda participates in the USC Alumni Day of SCservice, a day where Trojans from across the globe gather to give back to their communities by way of service projects. These have included beach clean ups, tree planting, assistance at soup kitchens, and other worthy projects. USC Lambda encourages dedicated Trojans to submit an application.



#### Tasks Include

- Find a community organization—preferably one directly impacting the LGBTQ community—that will accept a service project on the specific Day of SCservice date
- Registering the project with the USC Alumni Association
- Work with USC Lambda Director to promote your project
- Recruit family and friends to participate
- Project-day check in
- Post about project on social media and encourage participants to do so as well

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### SOCIAL MEDIA SUPPORTER

A constant social media presence is crucial to maintaining and growing Lambda’s online visibility and for sharing news, events, and other information that is about and of interest to the USC and LGBTQ communities. Lambda social media supporters can be Ambassadors, Influencers, or Champions.



#### Tasks May Include

- Follow USC Lambda social media channels and liking, sharing, and commenting on posts to build awareness of Lambda’s mission and programs \* †
- Tag or mention @USCLambda on social media posts that are of interest to the USC LGBTQ community †
- Livestream and post on behalf of USC Lambda at events ‡
- Create original graphic content for Lambda event pages or posts ‡

\* Social Media Ambassador

† Social Media Influencer

‡ Social Media Champion

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# USC Lambda Support & Volunteer Opportunities

## ONLINE FUNDRAISING

Work with the USC Lambda Board and the USC Lambda Director to plan and implementing online giving campaigns for *Giving Tuesday*, USC's annual *Day of SCupport*, crowd-funding projects, and other opportunities as needed.



### Tasks Include

- Help craft “case for giving” message (for mail, email, newsletter, and social media posts)
- Seek Lambda photos, graphics, and media to accompany campaign communications
- Promote the campaigns through your personal and professional networks
- Recruit others to contribute and help promote the campaigns

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## EVENT VOLUNTEER

USC Lambda is always looking for dedicated individuals who can provide assistance on the day of many Lambda events.



### Tasks May Include

- Setup of event site
- Registration and check-in
- Staff for raffles, contests, or activities
- Photography, videography
- Breakdown of event site

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## USC Lambda Support & Volunteer Opportunities

### LAMBDA OFFICE VOLUNTEER

The Lambda office will have projects and activities throughout the year that can benefit from volunteer involvement. All interested volunteers will be contacted when a project arises. All projects will take place at the USC University Park Campus.



#### Tasks May Include

- Preparations for mailings
- Swag bag stuffing
- Online research of LGBTQ organizations and individuals
- Data entry or other clerical tasks

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## QUESTIONS?

If you would like to get involved with Lambda but want more information, or if you are not quite sure what role would be best for you, send us an email and we will be happy to discuss your options with you with you!

## SIGN UP!

To sign up for a role or committee listed in this guidebook, send us an email that includes:

- Your Full Name
- USC School & Grad Year (*if applicable*)
- Phone Number
- Role or committee you are interested in (*You are welcome to include more than one*)
- Any information about yourself that you feel would be important for us to know regarding the role(s) you are interested in

## CONTACT US!

Email all questions or interests in volunteering to:

**Miguel A. Vásquez '11**

Director, USC Lambda LGBT Alumni Association

[mvasquez@usc.edu](mailto:mvasquez@usc.edu)

Miguel will follow up with you to answer your questions and to discuss next-steps in your participation with Lambda.



# Fight On!

## **USC Lambda LGBT Alumni Association**

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**alumni.usc.edu/lambda**



**@USCLambda #USCLambda**