Application for The Exchange

Applications Due: **February 20, 2015** in LinC Office, Benton 405

If you need more time or have questions email bodsfeedingbods@washburn.edu

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What is The Exchange?
The Exchange, a project of Bods Feeding Bods, is a campus-based food pantry open to anyone with a current Washburn University ID card. It is a student led and driven initiative in partnership with Christian Challenge, Learning in the Community and the Psychology Department. It was established in recognition of and response to the fact that many students on the Washburn campus (over 50 percent according to a survey conducted during the 2013-2014 academic year) worried about their ability to have an adequate amount of food to feed themselves and their families. The Exchange is completely run on the generosity of monetary, in-kind and food donations from students, faculty, staff and alumni as well as the commitment of campus volunteers who staff it during hours of operation.

What’s next?
Washburn administration, faculty, and students are motivated to make sure The Exchange is a sustainable service on campus. To achieve this goal we have created leadership positions based on the work that needs to be done. The exciting part of this opportunity is that The Exchange is entirely student-run. We are looking for students who want to ensure no member of the Washburn University community goes hungry because of a lack of adequate income or access to food. The positions available are the Director of the Exchange, Volunteer Coordinator, Fundraising Coordinator, Delivery/Administrative Coordinator (see below). The applicants selected should be able to start their positions this semester (Spring 2015) and continue their work through at least the Fall of 2015.
Position Descriptions: The Exchange

- **Director of The Exchange:**
  - Develops goals for The Exchange along with the Executive Director of Bods Feeding Bods.
  - Holds the Volunteer Coordinator, Fundraising Coordinator, and Delivery/Administrative Coordinator accountable to the set goals and direction of The Exchange.
  - Sets and presides over consistent meetings with The Exchange Coordinators.
  - Reports to the Executive Director of Bods Feeding Bods.
  - Works in the Exchange frequently to ensure proper intake and good communication with visitors.

- **Volunteer Coordinator of The Exchange:**
  - Maintains a set volunteer schedule for The Food Exchange.
  - Recruits new volunteers.
  - Trains new volunteers.
  - Retains volunteers.
  - Coordinates with various campus organizations on volunteer opportunities.
  - Serves as point of contact for all volunteers in procedural questions.
  - Reports to the Director of The Exchange.
  - Organizes volunteer appreciation and debrief event, at least once per semester.

- **Fundraising Coordinator:**
  - Actively seeks out funds and material donations through various initiatives.
  - Keeps records of receipts of gratitude to those that have donated.
  - Records all monetary donations.
  - Reports to the Director of The Exchange.
  - Works to establish fundraising sources from off-campus, e.g. Panera.

- **Delivery/Administrative Coordinator:**
  - Oversees the maintenance and organization of The Exchange.
  - In charge of ordering food for The Exchange.
  - Coordinates with Harvesters and the Volunteer coordinator for delivery of food.
  - Maintains and collects from the donation bins throughout campus.
  - Records all delivery and food donations.
  - In charge of disposing of spoiled food or items gone bad.
  - Reports to the Director of The Exchange.
Program Areas

For which of the following positions are you applying? (Mark all for which you want to be considered) If you’re also applying for Bods Feeding Bods, please write in those positions below. Only complete ONE application.

___ Director of the Exchange
___ Volunteer Coordinator
___ Fundraising Coordinator
___ Delivery/Administrative Coordinator

Personal Profile

1. Name: ____________________________________________________________
   Last Name:__________________________________ First Name:______________________________ Middle Name:

2. WU ID:________________________

3. Email: _____________________________________________________________

4. Are you a U.S. Citizen, U.S national or lawful permanent resident alien? Yes ___ No___

5. Have you ever been convicted of a crime other than a traffic violation? Yes ___ No___
   If yes, please describe: ____________________________________________________________

6. Current Address:
   Number and Street: ___________________________________________________________
   City:________________ State:_____________________ Zip:_________________________
   Home and/or Cell Phone: _______________________________________________________

7. When would you be available for an interview? (Provide multiple dates and times)
   ________________________

8. How did you hear about Bods Feeding Bods, and The Exchange?
   ____________________________________________________________________________

9. What is your current class standing at Washburn? (Circle only one)
   Freshmen    Sophomore    Junior    Senior    Other

10. Current GPA: ________________________
**Skills & Activities**

List any campus organizations, which you are currently a member of or intend to join by the time you would start the program. For example, please include WSGA, CAB, Leadership Institute, Washburn Debate, Band/Flags/Dancing Blues, a fraternity or sorority, a Washburn sports team, Christian Challenge, and any other registered or non-registered student organizations?

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In the space below, please describe any skills, experience and certifications that you have.

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List any volunteer/community service experience and employment history. Please include the position title; description of the service; name of the organization; and dates of your service/employment.

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Short Essay (please attach essay to application or write it on the back):

**Why do you want to be involved in The Exchange initiative?** (no more than 300 words)
References

Please provide two personal or professional references.

1. Name:____________________________________
   Job Title or Relationship to you: ____________________________
   Phone: (    ) ______ - _______
   Email: __________________________________
   How long have you known this person?: _____________________

2. Name:____________________________________
   Job Title or Relationship to you: ____________________________
   Phone: (    ) ______ - _______
   Email: __________________________________
   How long have you known this person?: _____________________