



JUNIOR BOARD

The Rise School of Austin

Mission

The mission of the Rise Junior Board is to support the overall mission of The Rise School of Austin and act as advocates for inclusion of people of all abilities.

Purpose

The purpose of the Rise Junior Board is to create an inclusive organization that engages high school students of all abilities to band together to advocate for inclusion and support The Rise School of Austin through fundraising, special events, projects, and growing our reach into the community. High school students benefit from opportunities to work alongside fellow students to support inclusion, develop leadership skills, gain experience in financial, fundraising, and nonprofit management, and fulfill community service hours.

Commitments

- Attend two annual Junior Board meetings.
- Participate in the activities of the Junior Board including volunteering, fundraising, projects, and special events.
- Advocate for inclusion in the community.
- Represent the organization in a positive manner to the community.

Activities

Volunteer opportunities:

- Interact with Rise students (predominantly in June): plan an activity or craft, read to the students, participate in circle time, provide a treat (ex: healthy popsicles).
- Decorate for special days (after school): color days, Holiday ball, Halloween, etc.
- Pre-K graduation (June): set up, decorations, assisting students, and event support.

Fundraising:

- Junior Board members will plan and execute an outreach campaign to spread awareness and encourage community support. All proceeds will benefit The Rise School of Austin.

Projects:

- Make learning fun for Rise students with study boxes including books, supplies and toys.

Special events:

- Rise carnival (held on a Saturday morning in late spring or early summer): create fun activities for the kids and volunteer to set up and run the booths.

Additional activities may be added as determined by the Junior Board.

Time Commitment

- Minimum of two meetings (one to two hours each, with four held annually)
- Ten volunteer hours encouraged (approximately 40 hours available annually). Includes time spent on each of the above activities.



Structure of the Rise Junior Board

Members

The Rise Junior Board strives to recruit a minimum of 22 high school students to participate annually.

Term

Members are elected for a one-year term and may serve up to three terms. Terms run September through May with volunteer opportunities extending through June.

Oversight Committee

The Junior Board will be overseen by liaisons from the Rise Board of Directors, parent liaisons, and The Rise School of Austin Development office.

Junior Board Committees & Positions

All Junior Board Positions are held for a one-year term and are voluntary. Members are not required to join a Committee or hold a position during their time as a Junior Board Member.

Co-Chairs

- Purpose: lead the Junior board and set a positive example.
- Responsibilities:
 - Engage members and encourage participation in Junior Board activities.
 - Main point of contact between the Junior Board and the Board liaisons, parent liaisons and Development office; work with the liaisons and Development office to finalize activities including fundraising, volunteer hours, etc.
 - Lead meetings: schedule, set agendas and send follow up communications.
- Two Co-Chairs to be elected each year.

Engagement Committee

- Purpose: support growth and encourage engagement of the Junior Board.
- Responsibilities:
 - Welcome new members; assist with recruitment.
 - Oversee volunteer opportunities.
- Engagement Chair: leads the Engagement Committee and acts as liaison between the committee, Co-Chairs, and the Rise Development Office.

Fundraising Committee

- Purpose: support and encourage members to ensure fundraising success.
- Responsibilities:
 - Work with the Development office to provide fundraising tools for Junior Board members (language, templates, etc.) for an email/outreach fundraising campaign.
 - Provide encouragement and support, monitor progress.
- Fundraising Chair: leads the Fundraising Committee and acts as liaison between the committee, Co-Chairs, and the Rise Development Office.



Structure Cont.

Projects Committee

- Purpose: oversee Junior Board projects that support The Rise School.
- Responsibilities:
 - Organize the creation of study boxes for Rise classes.
 - Guide members and act as liaison between members and a Rise representative.
 - *Additional or alternative projects may be determined by the Junior Board in collaboration with the Development Office.*
- Projects Chair: leads the Projects Committee and acts as liaison between the committee, Co-Chairs, and the Rise Development Office.

Special Events Committee

- Purpose: guide the Junior Board's participation in special events.
- Responsibilities:
 - Work with the Development office and liaisons to coordinate the Rise carnival (held on a Saturday morning in late spring or early summer).
 - Guide the Junior Board to create fun activities, set up and run the booths.
 - *Additional or alternative events may be determined by the Junior Board in collaboration with the Development Office.*
- Special Events Chair: leads the Special Events Committee and acts as liaison between the committee, Co-Chairs, and the Rise Development Office.

Finance Committee

- Purpose: financial oversight for the Junior Board and provide data for meetings.
- Responsibilities:
 - Track financial data including expenses and fundraising income.
 - Provide reports of financial data at meetings.
- Finance Committee Chair: leads the Finance Committee and acts as liaison between the committee, Co-Chairs, and the Rise Development Office.

Secretary

- Purpose: maintain documents for the Junior Board.
- Responsibilities:
 - Record notes at meetings.
 - Maintain copies of Junior board documents including membership lists.

Limits of authority: All activities of the Junior Board including, but not limited to, projects, fundraisers, events, membership management, website management, and any additional activities must be approved by the Oversight Committee. The Junior Board may not obligate The Rise School of Austin, the Rise Board of Directors, or parts thereof to any affiliation or action without specific approval of the Oversight Committee. Use of The Rise School of Austin logo must also be approved.



Application Process

Requirements

- Applicant must be a high school student in the Austin or surrounding areas.
- Applicant must be in good standing with the community.
- Applicant must submit a form to participate.

Candidate expectations

- Support and champion The Rise School of Austin's mission & purpose.
- Willingness to learn, assume leadership and participate fully.

Application is included at the conclusion of this document. Application forms will be reviewed by the Oversight Committee.

Questions?

Please contact Rachel Parr at rparr@riseschoolaustin.org or (512) 772-1261.



JUNIOR BOARD APPLICATION

The Rise School of Austin

First Name: _____ Last Name: _____

Phone number: _____ Email address: _____

Birthdate: _____ T-shirt size: _____

High School: _____ Graduation Year: _____

Do you have school-required volunteer hours? Yes No

If yes, how many and by when? _____

Why are you interested in joining the Rise Junior Board?

Please write a brief bio:

What are your areas of interest?

- Fundraising
- Special events
- Projects
- Community service/volunteering
- Non-profit experience
- Outreach, advocacy for inclusion

Are you interested in a Junior Board Committee or Position? Yes No

If yes, which one(s): _____

Permission

Parent or Guardian name: _____

Parent or Guardian email: _____

Parent or Guardian cell phone: _____

My parent(s) or guardian(s) and I have signed this document to affirm that all information included is accurate.

I give permission for _____ (student's name) to participate in the Rise Junior Board.

Parent Signature: _____ Date: _____

Junior Board Applicant Signature: _____ Date: _____