



UNIVERSITY OF CALIFORNIA  
**UCRIVERSIDE**  
 Staff Assembly

The Staff Assembly Executive Board invites you to volunteer for any of the standing committees that interest you. These committees are responsible for the many beneficial programs that promote the interests and well-being of career staff employees. Participation is a great way to give back to the campus community.

To volunteer, please review the list of the available committees and fill out the contact information form. Note that committees range in time commitment, please note the time commitment designation (Low-high).

- **General Volunteer:** General volunteers do not wish to be members of specific committees but would like to be contacted throughout the year with various volunteer opportunities. (Low)
- **Elections:** Coordinates the annual election of Staff Assembly Executive Board members. The Staff Assembly election occurs each spring. (Low)
- **Marketing:** Helps to create all marketing materials for Staff Assembly events and programs. (Low)
- **Staff Scholarships:** Coordinates the quarterly Scholarship process, including application, selection, and awarding of funds. (Medium)
- **Outreach:** Assists the Outreach Chair create ways to connect with departments that can not take part in our regularly scheduled Staff Assembly events. (Medium)
- **Fundraising:** Assists the director of fundraising with planning and coordinating fundraising activities to fund Staff Enrichment Scholarships and the general staff assembly operating budget. (High)
- **Social:** Assists the Director of Events with planning various social events throughout the year. These events can be large events like the staff carnival or small events like staff gatherings before UCR Basketball games. (High)
- **Staff Recognition:** Plans and coordinates the annual Staff Recognition Ceremony and the selection of Staff Excellence awards. This committee also selects the monthly winner of the Get Recognized nomination program. (High)
- **Ambassador:** Serves as a liaison to staff in their departments to help spread the word about Staff Assembly events and programs. (Medium-Low)

**Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ T-Shirt Size (XS-XXXL): \_\_\_\_\_ Birth Day (DD/MM) \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Campus Extension: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Email Address: \_\_\_\_\_

Which committee(s) are you interested in joining? \_\_\_\_\_

Are you interested in being Vice-Chair of any of the committee(s) you selected?  Yes  No

Have you been on a Staff Assembly committee before?  Yes  No

If yes, which committee(s)? \_\_\_\_\_

What position(s) did you hold? (If none, leave blank) \_\_\_\_\_

How many years of UC service do you have? \_\_\_\_\_

How many years have you volunteered for Staff Assembly? \_\_\_\_\_

After filling out this form, please use "save as" to save the file with your name and email it to [melissa.mccrickard@ucr.edu](mailto:melissa.mccrickard@ucr.edu). You can also print it and send it via campus mail to 357 Health Service building). Thank you!