**Cohort Responsibilities and Timeline**

**Friday, December 12th, 2014:**
- The Fall 2015-Spring 2015 Pay It Forward Cohort application is released!

**Sunday, January 18th, 2015**
- Pay It Forward Cohort Information Session- 1:30pm-2:00pm- Digital Lab (3rd Floor), Ohio Union

**Sunday, January 25th, 2015**
- The 2014-2015 Pay It Forward Cohort application is due

**Wednesday, January 28th, 2015**
- Applicants will be notified if they have been selected to participate in a group interview
- Returning Pay It Forward applicants will be assigned a group interview time slot on Friday, January 30th 2015
- New Pay It Forward applicants will be assigned a group interview time slot on Sunday, February 1st, 2015 or Monday, February 2nd, 2015
- Applicants will have the opportunity to indicate interview availability on application
- Location, and additional information about the interview will be provided through email on this date

**Friday, January 30th, 2015**
- Group interviews for returning Pay It Forward applicants
- Group interviews will last approximately 90 minutes and will include a variety of group and individual interview questions and activities

**Sunday, February 1st, 2015 & Monday, February 2nd, 2015:**
- Group interviews for new Pay It Forward applicants
- Group interviews will last approximately 90 minutes and will include a variety of group and individual interview questions and activities

**Tuesday, February 10th, 2015:**
- Offers will be extended to selected candidates

**Wednesday, March 4th, 2015 - Wednesday, April 29th, 2015:**
- New Members of the Pay It Forward cohort will be required to take ESHESA 2571 Leadership in Community Service during the second half of the Spring 2015 semester (first class 3/4/15 and the last class is 4/29/15). This course will meet **Wednesdays from 4:10pm-6:50pm**. Since this is a service-learning course, there is an additional service component as part of the class.
- All members of the 2014-2015 Pay It Forward Cohort will be trained on their position and responsibilities.

**Wednesday, April 24th, 2015 - Monday, August 24th, 2015:**
- All members will be responsible for continued communication and planning of Pay It Forward initiatives.
- Some positions require being in Columbus during this time period (this is noted in chair descriptions below)

**Tuesday, August 25th, 2015 - Monday, April 25th, 2016 (Excluding University Breaks)**
- Attend weekly 2-hour cohort meeting- **Thursdays, 6:30pm-8:30pm**
- Attend Pay It Forward Fall 2014 and Spring 2015 retreats (Dates/Times TBD)
- Meet regularly with Advisor, Directors, and other Pay It Forward cohort members
- Lead service programs and volunteer at Pay It Forward events
Fall 2015- Spring 2016 Pay It Forward Cohort: Position Descriptions

Each member of the Pay It Forward Cohort will be assigned a “Chair” position for the Fall 2015-Spring 2016 academic year. There are two chair positions for each service program, so each cohort member will be working collaboratively with another cohort member on their program. In addition, each cohort member will have the opportunity to serve as a “supporting chair” for another program outside of your assigned chair position.

On average, Pay It Forward Cohort responsibilities require an 8-10 hour a week commitment during the academic year. This time commitment varies for each program throughout the year depending on when your service program occurs.

Community Commitment/Spring Into Service Chair (2 Available Positions)
Community Commitment is a single-day of service event that will occur during at the beginning of the Fall 2015 semester where students are sent to volunteer at nonprofit services sites throughout Columbus. The Community Commitment Chairs will need to be in Columbus and easily accessible during the end of Spring 2015 semester and Summer 2015 to plan the event.

Since Community Commitment ends at the beginning of the semester, this set of chairs will also plan and coordinate Spring Into Service. This is a week-long series of service trips, educational presentation, and civic-engagement activities that will occur the week after Spring Break 2016 (March 22nd, 2016- March 26th, 2016). This program is coordinated with members of the Buck-I-SERV cohort to create intentional service programming connected to social justice topics addressed on Spring Buck-I-SERV Trips. Below are some requirements for the Community Commitment/Spring Into Service Chair positions:

Community Commitment:
- Working with the Pay It Forward advisor, Ohio Union Event Planner, staff, and other members to plan the details of the actual event, such as transportation, food and beverages, t-shirts, room reservations, and other budgetary factors and accommodations.
- Maintaining organization and strong communication, particularly with anyone outside of Pay It Forward, such as service sites, and student organizations.
- Collaborating with Ohio Union and Pay It Forward Marketing to promote event
- Developing Site Leader trainings, event reflections, and evaluations for service sites, Site Leaders, and participants

***Must be able to attend weekly meetings and plan Community Commitment on-campus during the Summer 2015.

Spring Into Service:
- Plan a week-long series of service trips, educational presentation, and civic-engagement activities
- Work collaboratively with the Buck-I-SERV student cohort on program logistics
- Reach out to community and campus partners for this event

Other Responsibilities:
- Delegating event tasks to supporting chairs and other Pay It Forward cohort members
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

Battle Against Hunger Chair (2 Available Positions)
Battle Against Hunger is a versatile initiative in which Pay It Forward encourages Ohio State students to be aware of the issue of hunger and do what they can to fight it. Events and activities occur during the month of November, specifically around Beat Michigan Week, and have been focused on some sort of non-perishable food collection. For Battle Against Hunger 2015, the Chairs will manage the collaboration and support food drives from various student organizations and groups at OSU participating in the Battle Against Hunger. In addition, Chairs will plan at least educational events about food insecurity, as well as a celebration event at the end of the initiative. The Battle Against Hunger Chairs will spend the end of Spring 2015 semester, the summer, and beginning of the Fall 2015 semester planning this initiative, which may include the following:

- Developing the logistics of this initiative
- Working with the Ohio Union Event Planner, staff, Pay It Forward advisor, and other members to plan the details for any event(s), such as transportation, food and beverages, room reservations, and other budgetary factors and accommodations
Library Trips per semester:

- Maintaining organization and strong communication, particularly with anyone outside of Pay It Forward, such as the Mid-Ohio Food Bank, the University of Michigan, student organizations, and possible external speakers
- Collaborating with registered student organizations, Ohio Union and Pay It Forward Marketing to promote initiative
- Developing, with the Education Chair, ways to improve students’ knowledge of the issue of hunger by creating reflection materials for any awareness events
- Delegating event tasks to Pay It Forward members
- Managing the coordination of actual event(s)
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

**Martin Luther King Jr. Day of Service Chair (2 Available Positions)**

The Martin Luther King Jr. Day of Service is a day of service, during which approximately 1,000 students will be sent to volunteer at nonprofit service sites in Columbus. The MLK Day of Service Chairs will spend the end of Spring 2015 semester and the summer making initial plans, then Fall 2015 semester and Winter Break planning the event, which will include the following:

- Working with the Pay It Forward advisor, Office of Diversity and Inclusion, Ohio Union Event Planner, staff, and other members to plan the details of the actual event, such as transportation, food and beverages, t-shirts, room reservations, and other budgetary factors and accommodations.
- Maintaining organization and strong communication, particularly with anyone outside of Pay It Forward, such as service sites, student organizations and possible external speakers
- Collaborating with Ohio Union and Pay It Forward Marketing to promote event
- Creating Site Leader trainings, event reflections, and evaluations for service sites, Site Leaders, and participants
- Delegating event tasks to Pay It Forward members
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

***Must be able to work on-campus planning this event for most of Winter Break after the Fall 2015 semester.***

**Access88 Core Trip Chair (2 Available Positions)**

Core Trips allow twelve Ohio State students to travel to an elementary or middle school in Ohio to engage youth in interactive activities and presentations that share the importance of college. Access88 Core Trip Chairs will spend the end of Spring 2015 semester and the summer making initial plans, then the entire school year planning at least 3 core trip per semester, which will include the following:

- Working with the Economic Access Initiative, Office of Extension, Pay It Forward advisor, other members, and various schools of Ohio to plan core trip details, such as transportation, food and beverages, length of time in school, activities in and out of school building, and other budgetary factors and accommodations.
- Maintaining organization and strong communication with school contacts and trip participants
- Developing a curriculum that best benefits the elementary or middle school students
- Creating and organizing the registration process by which Core Trip members can sign up to participate
- Collaborating with Ohio Union and Pay It Forward marketing to promote event
- Developing, with the Education Chair, ways to improve students’ experience of this initiative by coordinating trainings and creating reflection materials
- Managing the coordination of the actual event
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

***Must be accessible via email and phone during Summer 2015 to plan Fall 2015 Access88 Core Trips***

**Access88 Library Trip Chair (2 Available Positions)**

Library Trips allow Ohio State students to travel to one of the branches of the Columbus Metropolitan Library to host after-school activities for youth to explore the possibility of higher education. The Access88 Library Trip Chairs will spend the end of Spring 2015 semester and the summer making initial plans then the entire school year planning approximately 5 Library Trips per semester:

- Working with the Pay It Forward Advisor and various branches of the Columbus Metropolitan Library to plan logistics, such as location, date, time frame, transportation, food and beverages, and other budgetary factors and accommodations.
- Collaborating with Ohio Union and Pay It Forward marketing to promote Access88 Library Trips
- Developing, with the Education Chair, ways to improve students’ experience of these initiatives by coordinating trainings for Library Trip participants, as well as creating reflection materials
- Creating and organizing the registration process by which Library Trip members can sign up to participate, as well as the application process by which Ambassadors are selected
- Collaborating with Education Coordinator to coordinate trainings develop reflection materials
- Managing the coordination of the actual events
- Maintaining organization and strong communication, school contacts, library contacts,
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

**Access88 Ambassador Program Chair (2 Available Positions)**
The Access88 Ambassador Program allows Ohio State students to lead small groups of middle or high school students on campus tours. The Access88 Ambassador Program Chairs will spend the end of Spring 2015 semester and the summer making initial plans then the entire school year planning and coordinating the Access88 Ambassador Program. This involves trainings the Access88 Ambassadors, recruiting student ambassadors, and coordinating the logistics of the program:

- Working with the Enrollment Services, First-Year Experience, Pay It Forward advisor, and other cohort members to plan trainings, recruitments, and logistics of the Access88 Ambassador Program
- Collaborating with Ohio Union and Pay It Forward marketing to promote event and recruit Ambassadors
- Developing, with the Education Chair, ways to improve students’ experience of these initiatives by coordinating trainings for Ambassadors, as well as creating reflection materials
- Creating and organizing application for Access88 Ambassadors
- Managing the coordination of the actual campus access tours
- Maintaining organization and strong communication with campus partners and Ambassadors
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

**CAUSE Chair (2 Available Positions)**
The Community Agency Undergraduate Service Engagement (CAUSE) Program connects Ohio State students, known as Project Leads, to partnering Columbus non-profit agencies for a semester-long immersive service experience. The CAUSE Chairs will be responsible for recruiting, interviewing, and training undergraduate students to serve as Project Leads during the academic year. The CAUSE Chairs will spend the end of Spring 2014 semester and the summer planning for Project Lead positions to begin Fall 2015 semester, then will spend Fall 2015 and winter break planning for Project Lead positions to begin Spring 2016 semester. This will include the following:

- Developing the logistics of this initiative, with the help of the Pay It Forward Advisor and Pay It Forward members
- Maintaining strong communication with service sites and non-profit organizations in search of Project Leads, and ensuring both the agency and the Project Lead are benefitting
- Creating and organizing the application process by which students are matched up to positions
- Collaborating with Education Coordinator to develop reflection materials and activities for the CAUSE Orientation and professional development meetings for Project Leads throughout their participation
- Collaborating with Ohio Union and Pay It Forward marketing to recruit applicants
- Serving as a “supporting chair” for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

**Marketing & Social Media Chair (2 Available Positions)**
Marketing is a crucial facet of Pay It Forward because, in collaboration with Ohio Union Marketing and the Pay It Forward Advisor, it helps promote events and initiatives, and aids in the recruitment of participants and applicants. The Marketing & Social Media Chairs will spend constant dedication throughout the academic year maintaining the cohort’s social media presence (Facebook, Twitter, and Instagram), newsletter, and website; in addition, promotional items and events (known as “tabling”) can occur. The following skills are necessary:

- Experience and/or goals of working in marketing
- Attention to detail
Additional position responsibilities:
- Serving as a "supporting chair" for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

Education & Workshop Chair (2 Available Position)
This Educational component of Pay It Forward is incredibly important for tying together all of the events and initiatives. The Education & Workshop Chairs will spend the academic year working with the Pay It Forward Advisor and all other Chairs to ensure each event and initiative is tied to Pay It Forward's mission. This will require creativity, due to the versatility of the position, and research of the many social justice issues Pay It Forward not only strives to address, but also aims to educate Ohio State students on. In addition, the Education & Workshop Chairs will coordinate Pay It Forward's Coffee Chat program, which is a series of First-Year Success Series events connected to different service and social justice issues. This may include the following:

- Managing the process by which student organizations request a Pay It Forward workshop
- Working with the Ohio Union Event Planner, staff, Pay It Forward advisor, and other members to plan the logistics for any education related event(s)
- Training cohort members on how to present prepared materials
- Act as a resource for student organizations and Pay It Forward Cohort members planning service initiatives to create events focused on awareness of certain social justice issues
- Serving as a "supporting chair" for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

Student Director (2 Available Positions)
The Director positions are necessary to keep the passion for service alive within the members of the Pay It Forward cohort. This leadership requires returning Pay It Forward members who will be easily accessible during the end of Spring 2015 semester and the summer to help plan upcoming Pay It Forward events and initiatives. Necessary skills for the academic year include strong communication, accessibility, organization, and knowledge of Pay It Forward events, initiatives, and the people who plan them. Fulfilling this position will include:

- Providing direct mentorship to all Pay It Forward events, initiatives, and additional/regular service opportunities planned by the cohort
- Developing the vision of the Pay It Forward cohort and ensuring a tie to its mission
- Working with The Office of Student Life and the Pay It Forward Advisor to plan logistics for cohort meetings and retreats, such as room/space reservations, food and beverages, and other budgetary factors and accommodations
- Serving as a resource and helping-hand for all Chairs that is receptive of any gaps, which may occur in planning or implementation, and able to manage any crisis
- Thinking strategically of how meeting time and retreats are well-spent
- Focusing on strategic cohort membership development to occur through team-building, leadership development activities, education on issues, and social events
- Managing the Pay It Forward email account to maintain contact with those trying to communicate with the organization
- Maintaining internal communication by sending regular update e-mails that remind members of delegated responsibilities and upcoming events and initiatives
- Serving as direct support for at least one other Pay It Forward event or initiative
- Facilitate service workshops to students organizations and groups at OSU

***It is preferred that Student Directors are on-campus during Summer 2015 and able to meet at least once a week