Cohort Responsibilities and Timeline

**Tuesday, December 15th, 2015:**
- The Fall 2016-Spring 2017 Pay It Forward Cohort application is released!

**Sunday, January 24th, 2016**
- The Fall 2016-Spring 2017 Pay It Forward Cohort application is due by 11:59 p.m.

**Tuesday, January 26th, 2016**
- 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 29th, 2016**
- New Pay It Forward applicants will be assigned a group interview time slot on **Sunday, January 31st, 2016 or Wednesday, February 3rd, 2016**
- 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 29th, 2016**
- 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, January 31st, 2016 & Wednesday, February 3rd, 2016**
- 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 9th, 2016:**
- Offers will be extended to selected candidates

**Wednesday, March 2nd 2016- Wednesday, April 27th 2016:**
- 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 2016 semester (first class 3/2/16 and the last class is 4/27/16). This course that 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 (approximately 3 hours per week of service).
- All members of the Fall 2016- Spring 2017 Pay It Forward Cohort will be trained on their position and responsibilities.

**Wednesday, April 28th, 2016- Monday, August 22nd, 2016:**
- 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 23rd, 2016- Monday, April 24th, 2017 (Excluding University Breaks)**
- Attend weekly 2-hour cohort meeting- **Thursdays, 6:30pm-8:30pm**
- Attend Pay It Forward Fall 2016 and Spring 2017 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 2016- Spring 2017 Pay It Forward Cohort: Position Descriptions

Each member of the Pay It Forward Cohort will be assigned a “Chair” position for the Fall 2016-Spring 2017 academic year. There are 2-4 chair positions for each service program, so each cohort member will be working collaboratively with another cohort member on their program(s) and event(s). In addition, each cohort member will have the opportunity to help with the coordination and administration of additional service programs.

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.

Position descriptions for each set of Chairs is below:

Community Commitment Chairs (3 Available Positions)
Community Commitment is a single-day of service event that will occur on Saturday, August 27th 2016 (Welcome Week). At this event over 1,000 students are sent to volunteer at nonprofit services sites throughout the city of Columbus. The Community Commitment Chairs will need to be in Columbus and easily accessible during the end of Spring 2016 semester and Summer 2016 to plan the event.

Since Community Commitment ends at the beginning of the semester, these three Chairs will also help coordinate and lead service trips throughout the state of Ohio as part of the Serve Ohio Program. This is a new program that will consist of 3-4 service trips at the end of the Fall 2016 and Spring 2017 semesters. These service trips will last 2-3 days and will take place at different nonprofit organizations throughout the state. These trips will be open to all students at The Ohio State University Columbus campus.

This position will include the following:

- 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 (June 2016-August 2016).

Other Responsibilities:
- Help plan and coordinate 3-4 Serve Ohio Trips during the Fall 2016 semester
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

Battle Against Hunger Chair (4 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 November 2016, specifically around Beat Michigan Week, and have been focused on some sort of non-perishable food collection. For Battle Against Hunger 2016, 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 educational and service events about food insecurity.
Since the Battle Against Hunger ends after the Fall 2016 semester, these four Chairs will help coordinate and lead service trips throughout the state of Ohio as part of the Serve Ohio Program. This is a new program that will consist of 3-4 service trips at the end of the Fall 2016 and Spring 2017 semesters. These service trips will last 2-3 days and will take place at different nonprofit organizations throughout the state. These trips will be open to all students at The Ohio State University Columbus campus.

The Battle Against Hunger Chairs will spend the end of Spring 2016 semester, the summer, and beginning of the Fall 2016 semester planning this initiative, which may include the following:

This position will include the following:

- 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
- 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

Other Responsibilities:

- Help plan and coordinate 3-4 Serve Ohio Trips during the Spring 2017 semester
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- 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 (4 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 on Monday, January 16th, 2017. The Martin Luther King Jr. Day of Service Chairs will spend the end of Spring 2016 semester and the summer making initial plans, then Fall 2016 semester and Winter Break 2016 planning the event.

Since the Martin Luther King Jr. Day of Service ends after the January 2017, these four Chairs will help coordinate and lead service trips throughout the state of Ohio as part of the Serve Ohio Program. This is a new program that will consist of 3-4 service trips at the end of the Fall 2016 and Spring 2017 semesters. These service trips will last 2-3 days and will take place at different nonprofit organizations throughout the state. These trips will be open to all students at The Ohio State University Columbus campus.

This position 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

Other Responsibilities:

- Help plan and coordinate 3-4 Serve Ohio Trips during the Spring 2017 semester
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- 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 2016 semester.***
Spring Into Service Chair (3 Available Positions)

Spring Into Service is a week-long series of service trips, educational programs, and civic-engagement activities that will occur the week after Spring Break 2017 (March 17th, 2017 - March 22nd 2017). Past programs have included service trips to local Columbus nonprofits, a single day of service event for 100 students, educational programs, and more.

Since Spring Into Service occurs during March 2017, these three Chairs will help coordinate and lead service trips throughout the state of Ohio as part of the Serve Ohio Program. This is a new program that will consist of 3-4 service trips at the end of the Fall 2016 and Spring 2017 semesters. These service trips will last 2-3 days and will take place at different nonprofit organizations throughout the state. These trips will be open to all students at The Ohio State University Columbus campus.

This position will include the following:

- Plan a week-long series of service trips, educational presentation, and civic-engagement activities
- Work collaboratively with campus partners to coordinate the program logistics
- Reach out to community and campus partners for this event
- 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

Other Responsibilities:
- Help plan and coordinate 3-4 Serve Ohio Trips during the Fall 2016 semester
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus

Education & Marketing Chairs (3 Available Positions)

Marketing is a crucial component 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. These Chairs will maintain the cohort’s social media presence (Facebook, Twitter, and Instagram), newsletter, and website.

In addition, the educational component of Pay It Forward is incredibly important for tying together all of the events and initiatives. These chairs will also 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. Some of these responsibilities include developing reflection materials for Pay It Forward service programs, facilitating workshops (First-year Success Series, etc.) for the campus community on various service and social justice issues.

This position will 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
- Maintain the cohort’s social media presence (Facebook, Twitter, and Instagram), newsletter, and website

Other Responsibilities:
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- Facilitate service workshops to students organizations and groups at OSU
- Leading OSU student volunteers on local service trips in Columbus
Local Service Trip Chair (2 Available Position)
Throughout the Fall 2016 and Spring 2017 semesters, Pay It Forward hosts 2-4 weekend service trips a month in the local community. These service trips open to all students and provide the OSU community an easy opportunity to participate in meaningful service across different social issues. The Local Service Trip Chairs will be responsible for coordinating and leading these local service trips during the academic year.

This position will include the following:

- Working with the Pay It Forward advisor, Ohio Union Event Planner, staff, and other members to plan the details of the actual service trips, such as transportation 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

Other Responsibilities:
- Serve as a “Service Coach” as a part of the Columbus Service Support Program
- 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 2016 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:

This position will include the following:

- 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